Governing Board Meeting Minutes
October 18, 2017

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, OCTOBER 18, 2017. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT’S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 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, and Director Larry Strand as present. Director Jason Moeller was absent.

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 September 2017 financial reports and bank reconciliations. (BOD #2017-10-01)

Motion by Director House to approve the September 2017 financial reports and bank reconciliations. Seconded by Chairman Cross.

Vote 4 ayes (Director Moeller absent), 0 nays. MOTION PASSED.

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-10-02) – Addendum A

Acting Assistant Chief Ochs read the list of October Service Awards – Captain/Paramedic John Walka (10 years of service), Firefighter Chris Robson (10 years of service), and not present to receive his award Firefighter/Paramedic Sammy Ramirez (10 years of service).

Chief Ochs read the list of October Anniversaries – Captain/Paramedic Craig Horvath (18 years of service), Captain/Paramedic Jeremy Rocha (18 years of service), Captain/Paramedic Dave Pohlmann (18 years of service), Firefighter/Paramedic Jason Chapman (3 years of service), Firefighter/Paramedic Jay Nelson (3 years of service), Firefighter/Paramedic Travis Yates (3 years of service), Firefighter Sean Matuszewski (3 years of service), Firefighter Casey Schreiner (3 years of service), Firefighter Joe Stiglitz (3 years of service), Firefighter Andrew Tryon (3 years of service), Firefighter Colt Weddell (3 years of service), Firefighter Wes Fimbrez (2
3. **Call to the Public. (BOD #2017-10-n/a)**

   N/A

4. **Consideration and possible approval of all consent agenda items listed below: (BOD #2017-10-03)**

   A. Board Meeting Minutes from September 20, 2017
   B. Executive Session Board Meeting Minutes from September 20, 2017
   C. Special Board Meeting Minutes from September 27, 2017
   D. First Amendment to the AJUSD/SFMD Lease Agreement
   E. First Amendment to the Intermedix Contract
   F. Purchase of five (5) Motorola APX8000XE Dual Band Portable Radios

   Chairman Cross requested to pull Item E.

   **Motion** by Clerk Gehrt to approve consent agenda items A,B,C,D, and F for October 18, 2017. **Seconded** by Director Strand.

   **Vote** 4 ayes (Director Moeller absent), 0 nays. **MOTION PASSED.**

   Interim Fire Chief Mike Farber stated he requested to have Item E pulled because the Intermedix Amendment is still going through legal review. He stated it will be on the November Board Agenda.

5. **Discussion, presentation, and possible approval of the 2016/2017 Annual Report and possible adoption of Resolution 2017-11, formally adopting the 2016/2017 Annual Report. (BOD #2017-10-04) – Addendum B**

   Interim Fire Chief Mike Farber presented (Addendum B) a summary of the 2016/2017 Annual Report, key items discussed were:

   - Total Incidents – 9,658
   - Average Response Time 5:27
   - 90% of Property & Content saved
   - 2016 Cardiac Survival Rate 40% - Statewide average 35%
   - Transportation Services Total Transports – 4,262 (averaging 12 per day)
   - Code 3 Ambulance Response Time Compliance Rate
   - Training Hours
   - Trained 1,324 community members on Hands-Only CPR
   - Grant Funding - $1,024,256 total since 2013
   - Accomplishments
     - Adopted the 2015 International Uniform Fire Code
     - Temporary Override Initiative
     - BLS Transport Services to SFMD from an outside provider
     - Deployed an additional full-time ambulance
     - ImageTrend training
     - Configured and transitioned to the Elite Fire Module and deployed the Transfer button in the Elite EMS Module.
     - Three (3) EMT’s chosen to attend Paramedic school
     - Three (3) Technical Rescue Team Members selected and sent to training
     - East Valley Wellness implementation of FF medical exams
Promotions – 1 BC, 2 Captains, and 1 Engineer
Procured and deployed a 2016 Pierce Quantum Fire Engine
Deployed CPAP and BiPAP to all front-line providers
Attended National Fire Academy Training
Collaborated with the NFPA using SFMD incident data in development of predictive analysis applications
Celebrated Retirees

**Motion** by Director Strand to approve the 2016/2017 Annual Report and adoption of Resolution 2017-11: Formally Adopting the 2016/2017 Annual Report. **Seconded** by Chairman Cross.

**Vote** 4 ayes (Director Moeller absent), 0 nays. **MOTION PASSED.**

6. **Discussion and possible approval of amending Volume I: Administrative Policy, Policy 102.16, subsection Sick Leave Caps and Payouts, Items D and E. (BOD #2017-10-05) – Addendum C**

Interim Fire Chief Mike Farber presented this item to the Board, he stated this item was added at the request of Chairman Cross. Chief Farber requested to bring this item back in November with more data and a recommendation from staff.

7. **Discussion and possible approval of Policy 101.03: Smoking and Policy 102.46: Arizona Safe Haven for Newborn Infants brought forth at the September 20, 2017 BOD meeting (BOD #2017-09-17), and presentation of Policy 102.45: Labor Management Relations for final approval at the November 2017 BOD meeting. (BOD #2017-10-06)**

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).

Comments from the Board were as follows:

**Director Strand**
“Policy 101.03: Smoking I would like a full definition of that because at 264, I go every Thursday and we announce it at meetings no smoking in the facility. What about on the grounds?”

Chief Farber clarified the policy by stating this policy is referring to employee’s use of tobacco while on duty. The public will need to follow State laws regarding smoking.

**Chairman Cross**
“When we hire do we have them sign documentation stating they won’t smoke at all?”

Legal Counsel Donna Aversa stated employees can be encouraged not to smoke and the current policy does just that. She went on to say that the District’s insurance carrier would love if there was a no tolerance policy for the health and well-being of employees, however, there would be serious enforcement issues.

**Director House**
“I have to ask, we don’t have anything on marijuana use and illicit drugs and I know federally it is illegal. Are we under federal law or are we under state law? Maybe down the road we have to come up with some designation for marijuana, seeing as we are under both state and federal law. We need to clarify that and make sure the Union and all those guys have their say in that too, because it is a touchy subject.”

Legal Counsel Donna Aversa stated that members currently go through a fit-for-duty exam and would be screened for drugs, including marijuana. If you have a medical marijuana issue, you have a medical condition for the use of medical marijuana and may render someone not be fit-for-duty.
Clerk Gehrt

“We have a policy on alcohol, so it is probably not a whole lot different as it is specifically said that has levels, etc.”

Motion by Director House to approve Policy 101.03: Smoking and Policy 102.46: Arizona Safe Haven for Newborn Infants. Seconded by Director Strand.

Vote 4 ayes (Director Moeller absent), 0 nays. MOTION PASSED.

8. Discussion and possible approval of an increase in the fee for security access cards for the Fitness Center located at 3945 E. Superstition Blvd., AJ, 85119. (BOD #2017-10-07)

Finance Director Roger Wood introduced this item to the Board. He stated that it was past practice to charge public safety agencies $10.00 for the cost of a key access card for the SFMD Fitness Center, the fee recoups the cost of the cards.

Mr. Wood went on to say, when the new security system was installed, the District received a cache of free access cards. Those cards have all been assigned and more access cards will be purchased. He stated that the fee would not be retroactive, it would be going forward.

Motion by Director Strand to approve amending the District’s fee schedule to include a $10.00 non-refundable fee for a security access card needed to gain access to the District’s Fitness Center. Seconded by Director House.

Vote 4 ayes (Director Moeller absent), 0 nays. MOTION PASSED.

9. New Business/Future Agenda Items. (BOD #2017-10-08)

The Board directed staff to begin working on gathering information regarding the use of illicit drugs and medical marijuana. Interim Fire Chief Mike Farber stated this would not be complete for the November agenda, but he would have staff begin working on it.

Chairman Cross requested to add the Tuition Reimbursement and Educational Incentive policies to the November agenda.

10. Reports (BOD #2017-10-09) – Addendum D

Interim Fire Chief

- Chief Alan Brunacini Memorial Service – November 4th
- Auto-Aid Update – will be added to November Agenda
- JPA/Merger/Consolidation Committee Update
- Employee Evaluation Taskforce
- Station Bid
- Fry’s Marketplace Grand Opening

Operations

- Wildland Update
  - Nun Fire – Sonoma, CA
  - Departed October 12, 2017
    - Mike Wolfe
    - Bill Tavares
    - Ruben Briones
• Run for the Fallen Event – October 14th
• CAC Job Fair – November 2nd
• Quarterly Training
  o EMS – Airway
  o Fire – MCS Drills
  o Ladder – Palm Tree Rescue
• Annual Hose Testing – October 28th through November 3rd
• Pinal County Community Wildfire Protection Plan Update – October 17th
• Working Fire – October 17th
• Thank You to the Intern Academy Volunteers / Intern Academy Video (created by Captain Mark Gomez)
  o Trey Schow
  o Jay Nelson
  o Sammy Ramirez
  o Matt Perez
  o Casey Schreiner
  o Andrew Tryon
  o Joe Stiglitz
  o Dan Elliott
  o John Walka
  o Ryan Ledbetter
  o Carlos Rivera
  o David Endres
  o Mark Gomez
• September Operations Reports
  o Call Times
  o Incident Type
  o Transportation Division Compliance
  o Transportation Services Call Type
  o Transportation Revenue

11. Announcements (BOD #2017-10-n/a)
   Director Strand thanked the crew that we sent to the wildland fires in California. He also thanked Captain John Walka for teaching CPR at Dolce Vita.

12. Adjourn (BOD #2017-10-10)
   Motion by Director House at 6:31 PM to adjourn the meeting. Seconded by Clerk Gehrt.
   Vote 4 ayes (Director Moeller absent), 0 nays. MOTION PASSED.

Governing Board Approval:

[Signature]
Gene Gehrt, Board Clerk

Jasmin Jones
**TRAINING**

- **Training Hours**
  - Rescue & EMS, 3,465
  - Physical Fitness, 1,267
  - Driver/Operator, 2,337
  - Administrative, 161
  - Technical Rescue, 135
  - Wildland, 119
  - Hazardous Materials, 140
  - Prevention/Education, 189

**ANNUAL BUDGET**

- **2016/17 Compensation**
  - General Fund Compensation
  - Transport Services Compensation

- **2016/17 Expenditures**
  - General Fund Expenditures
  - Transport Services Expenditures

**GRANT FUNDING**

- **Grant Awards**
  - Grant Name | Amount | Year Awarded
  - Station 204 | $38,000 | 2016/17
  - Smoke Alarms | $10,000 | 2016/17
  - Radios | $15,000 | 2016/17
  - Video Conferencing | $15,000 | 2016/17
  - Ambulance | $25,000 | 2016/17
  - Community Training | $1,000 | 2016/17
  - Heat Prevention | $2,000 | 2016/17
  - Community Risk | $1,425 | 2016/17

- **Total** $102,296

**ACCOMPLISHMENTS**

- Adopted the 2015 International Uniform Fire Code.
- Successfully facilitated a temporary Tax Override.
- Opportunity negotiated Basic Life Support (BLS) transport services to STAD from an outside provider.
- Declared an additional full-time ambulance to increase reliability across the district.
- Accepted $23,000 in grant funding for smoke alarms from the Girard Fire Indian Community.
- Trained 7 members as Administrators for the ImageTrend Records Management System.
- Configured and transitioned to the Elite Fire Module and deployed the Transfer button in the Elite EMS Module.
- Selected 5 EMT-Basics to attend Paramedic school that began in January, 2017.

**FOND FAREWELLS**

- Thank you to our 2016/17 Retirees for their dedicated service!

- **Dawn Montgomery** - Assistant Chief
  - 20 Years

- **Jack Holub** - Captain
  - 29 Years

- **Doug Taylor** - Captain
  - 20 Years
Addendum C

Potential Retirees (Sworn & Civilian)

Blue: Known DROP participants
Gold: Potential retirees (Sworn: 30+ years, Civilian: up to 20 years)
Item 10
BOD #2017-10-09
Reports

Fire Chief Report
• Auto-Aid Update – Will be added to the November BOD Agenda
• JPA / Merger / Consolidation Committee Update
• Employee Evaluation Taskforce

Station Bid
• October 2, 2017
• Bid changes will take place in January 2018

Wildland Update
• Nun Fire – Sonoma, CA
• Departed October 12, 2017
  • Mike Wolfe
  • Bill Tavares
  • Ruben Briones

Operations
• Run for the Fallen Event – October 14th
• CAC Job Fair – November 2nd
• Quarterly Training
  • EMS – Airway
  • Fire – MCI Drills
  • Ladder – Palm Tree Rescue
• Annual Hose Testing – October 28th – November 3rd
• Pinal County Community Wildfire Protection Plan Update – October 17th
• Working Fire – October 17th

Addendum D
Chief Alan Brunacini – Fire Service Legend
• Bruno’s Legacy
  • Fireground Safety
  • Fundamental Theories of Leadership
  • Taking Care of Our Own
• Providing the Highest Level of Customer Service to “Mr. and Mrs. Smith”
  • Be Nice

Fry’s Marketplace Grand Opening
October 27, 2017
7:00 AM – Store Opens
7:30 AM – Ribbon-Cutting Ceremony

76 crew deployment California 2017
September 2017 – Suppression Operations

<table>
<thead>
<tr>
<th>Response Times for Code 3 (Emergent) Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2017</td>
</tr>
<tr>
<td>4:38</td>
</tr>
</tbody>
</table>

September 2017 – Transportation Operations

<table>
<thead>
<tr>
<th>Transport Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/C Transport</td>
</tr>
<tr>
<td>307</td>
</tr>
</tbody>
</table>

Total Calls: 751