

VERSION 1.0

January 11, 2018



BOARD OF DIRECTORS MEETING

JANUARY 17, 2018

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

January 17, 2018

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, January 17, 2018**. 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 December 2017 financial reports and bank reconciliations. (BOD #2018-01-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-01-02)**
- 3. Call to the Public. (BOD #2018-01-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 #2018-01-03):**
 - A. Board Meeting Minutes from December 20, 2017
- 5. Discussion, presentation, and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for fiscal year ending June 30, 2017. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. (BOD #2018-01-04)**
- 6. Discussion and possible approval of the Arizona Public Personnel Retirement System Qualifying Report for Fiscal Year ending in 2017. (BOD #2018-01-05)**
- 7. Discussion and possible approval of Policy 102.02: Recruitment brought for review at the December 20, 2017 Board Meeting (BOD #2017-12-10) for final approval at the January 17, 2018 Board Meeting. (BOD #2018-01-06)**
- 8. Discussion and presentation of the Procurement Policy brought for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting. (BOD #2018-01-07)**

9. Discussion and presentation of Policy 102.11: Work Trade brought for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting (BOD #2018-01-08)

10. Presentation of Professional Growth and Development Guidance Document (BOD #2018-01-09)

11. New Business / Future Agenda Items. (BOD #2018-01-10)

12. Reports. (BOD #2018-01-11)

- **SLT**
- **Labor**
- **Pension Board**
- **Board Sanctioned Committees**

13. Announcements (BOD #2018-01-n/a)

14. Adjourn (BOD #2018-01-12)

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

One or more members of the governing board may attend the meeting telephonically.

Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Original Post on January 11, 2018
At: 1730 Hours
By: Sherry Mueller

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 – January 17, 2018

Agenda Item: 1

BOD#: 2018-01-01

Agenda Item Title

Review and approval of the December 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)

December 2017 Letter of Acceptance (for signature)

*Monthly Financials provided under separate cover

Recommended Motion

"Motion to approve the December 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 **December 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



December 2017

Governing Board Meeting – January 17, 2018

Agenda Item: 2

BOD#: 2018-01-02

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.

January Service Awards

15 Years of Service
Engineer Chuck Hanson
1 Year of Service
Paramedic Brian Dover
1 Year of Service
Paramedic Kris Perkins
1 Year of Service
EMT Jason Elliott



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Governing Board Meeting – January 17, 2018

Agenda Item: 3

BOD#: 2018-01-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 – January 17, 2018

Agenda Item: 4

BOD#: 2018-01-03

Agenda Item Title

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

- A. Board Meeting Minutes from December 20, 2017 – **Appendix A**

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 – January 17, 2018

Agenda Item: 5

BOD#: 2018-01-04

Agenda Item Title

Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2017, as required by Arizona Revised Statute §48-253, and as presented by Marilyn Mays, CPA, Partner – Henry & Horne, LLP – Certified Public Accountants.

Submitted By

Interim Fire Chief Mike Farber

Background/Discussion

The District’s annual audit was completed as required by A.R.S. §48-253. Ms. Mays will be attending the Board meeting to present information regarding the audit, and will be available to answer questions from the Board.

Financial Impact

None.

Enclosures

A hardcopy of Audit report will be provided to Board Member’s at the Board Meeting.

Recommended Motion

“Motion to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2016 and ending on June 30, 2017, as submitted by Marilyn Mays, CPA, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”



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Governing Board Meeting – January 17, 2018

Agenda Item: 6

BOD#: 2018-01-05

Agenda Item Title

Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year 2017.

Submitted By

Interim Fire Chief Mike Farber

Background/Discussion

This is housekeeping item to receive the Arizona Fire Insurance Premium Tax Refund for Fiscal Year ending in 2017. The district's application is accompanied by the annual audit. Both items are due no later than January 31st of each year to qualify for the credit for the upcoming fiscal year.

Staff Recommendation

Approval of the qualifying report.

Financial Impact

Reimbursement from the State of Arizona of approximately \$100,000.

Enclosures

Qualifying Report

Recommended Motion

"Motion to approve the Arizona Pubic Safety Personnel Retirement System Qualifying Report and to submit the report as stated for the refund from the State of Arizona."



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Douglas A. Ducey
Governor

Office of the State Forester

Arizona Department of Forestry and Fire Management



Jeffery C. Whitney
State Forester

June 27, 2017

To: All State Fire Departments and Fire Districts

From: Cassie Peters Jr.
Deputy Fire Marshal
Fire Training Coordinator

RE: Calendar Year 2017 Fire Fighters Relief and Pension Fund reporting.

Please review the reporting forms for the 2017 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2018. The proceeds of the distribution are used to fund pension programs for volunteer and paid firefighters. The requirements for the programs are detailed in A.R.S. Title 9, Chapter 8, Articles 3 and 4 for Volunteer Firefighter pensions and Title 38, Chapter 5, Article 4 for Public Safety Personnel Retirement System participants.

If your department has not participated in the Volunteer Firefighter Relief and Pension Fund in the past, simply submitting reports with the Office of the State Fire Marshal will not qualify the department for fund distribution. Please review the above referenced statutes for information on how to create a pension program BEFORE submitting any forms. The forms REQUIRE action by the Board of Trustees of the fund before they can be submitted.

Departments that only participate in PSPRS are required to fill out and submit the form titled

"Qualifying Report-Arizona Public Safety Personnel Retirement System" and the audit covering the pension program.

Departments that have volunteer firefighters and maintain a Volunteer Firefighter Fund must fill out and submit the completed "Report of Volunteer Fire Fighters Relief and Pension Fund" report and the annual audit covering the pension program.

If your department has Volunteer Firefighters and a Volunteer Firefighter Fund, and paid firefighters in PSPRS, you must submit BOTH reports with the required financial reports.

DEADLINE FOR FILING:

If the annual pension fund reports are not submitted by March 31st to the state fire marshal, the participating INCORPORATED CITY OR TOWN OR FIRE DISTRICTS are not eligible to receive its share of the fire insurance tax monies under 9-952".

ALL DEPARTMENTS MUST HAVE THEIR REPORTS SUBMITTED INTO THE STATE FIRE MARSHALS OFFICE BY THE CLOSE OF BUSINESS DAY ON MARCH 31st, 2018.

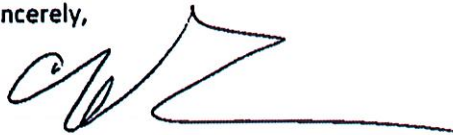
FAILURE TO SUBMIT A REPORT ON TIME WILL RESULT IN LOSS OF FUND ALLOCATION.

All reports must be submitted to the State Fire Marshal's Office using the online portal https://dfm.az.gov/fire_marshal that provides for your records, a written confirmation of receipt (email) of the filing date at the Office of the State Fire Marshal.

PLEASE REMEMBER THAT A COPY OF YOUR REPORT MUST ALSO BE FILED WITH THE STATE LIBRARY ARCHIVES AND PUBLIC RECORDS DEPARTMENT.

Please contact me for any questions or clarification needs.

Sincerely,



Cassie Peters Jr.
Deputy Fire Marshal
Fire Training Coordinator

Duty • Respect • Integrity

QUALIFYING REPORT
Arizona Public Safety Personnel Retirement System

Name of Department or District: Superstition Fire & Medical District
Mailing Address: 565 N. Idaho Road City Apache Junction Arizona, Zip Code 85119
Report of Fund for Fiscal Year Ended 6/30/2017
Signature of Preparer: _____ Printed Name: _____
Business Address: 565 N. Idaho Road City: Apache Junction Arizona, Zip Code 85119
Business Hours Telephone Number 480-982-4440 Email Address: roger.wood@sfmd.az.gov

BOARD CHAIRPERSON: _____

REPORTING REQUIREMENTS

A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE SUBMITTED TO

<http://dfbls.az.gov/OFM/PSPVFPRFApplication.aspx>

(A.R.S. § 9-956, Subsection C).

If the annual pension fund report is not received by the State Fire Marshal by the CLOSE OF BUSINESS on March 31, the participating Department is not eligible to receive its share of fire insurance premium tax monies under section 9-952. A.R.S. § 9-956, (D).

This report is used by the Office of State Fire Marshal to certify to the Arizona State Treasurer that the Fire Department or Fire District listed above is a participant to the Arizona Public Safety Personnel System. A.R.S. § 9-953.

Governing Board Meeting – January 17, 2018

Agenda Item: 7

BOD#: 2018-01-06

Agenda Item Title

Discussion and presentation of Policy 102.02: Recruitment brought for review at the December 20, 2017 Board Meeting 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

“Motion to approve Policy 102.02: Recruitment.”



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 <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 – January 17, 2018

Agenda Item: 8

BOD#: 2018-01-07

Agenda Item Title

Discussion and presentation of the district’s Procurement of Supplies, Equipment, Materials and Services policy for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting.

Submitted By

Interim Fire Chief Mike Farber

Background/Discussion

The District’s Procurement Policy was last reviewed and approved in June 2014. Chief Farber has directed that the level of expenditure that requires quotes be lowered as follows:

\$750 - \$1,999 – three (3) “documented” quotes.

\$2,000 - \$24,999 – three (2) written bids

The attached policy has been adjusted to reflect this change.

Financial Impact

N/A

Enclosure(s)

Procurement of Supplies, Equipment, Materials and Services Policy

Procurement and Expense Reimbursement Form


Recommended Motion

N/A



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 <p>Policy</p>	Policy:	Volume X: Board of Directors
	Subject: Procurement of Supplies, Equipment, Materials and Services	
	Effective Date:	Revision Date: January 2018
	Approved By: Board of Directors	

Purpose

Establishes policy and procedure for the procurement of supplies, equipment, materials and services necessary for the effective and efficient provision of services to the community and applies to all personnel directly or indirectly involved with the procurement of such supplies, equipment, materials or services for the Superstition Fire & Medical District (SFMD).

General

It is the fiduciary responsibility of SFMD's Board of Directors (BOD) to ensure that public funds are expended in such a manner that best benefits the public and the community. To accomplish this, the Fire Chief develops a budget document each fiscal year for BOD adoption. The budget document establishes the public policy of SFMD through the allocation of public funds. The Fire Chief is responsible to ensure that the expenditure of public funds throughout the fiscal year coincides with the BOD's public policy initiatives.

Policy

It is the policy of SFMD to ensure that all expenditures for the procurement of supplies, equipment, materials and services are authorized in the SFMD budget, properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of SFMD. Violation of these regulations and the policy shall carry such penalties as may be applicable under state laws and in accordance with SFMD personnel policies.



Policy

Policy:	Volume X: Board of Directors
Subject: Procurement of Supplies, Equipment, Materials and Services	
Effective Date:	Revision Date: January 2018
Approved By: Board of Directors	

Procedure

A. Procurement – Quotes / Written Bids

1. Up to \$749 – No quote needed. Purchase Order (PO) required (see “C” below).
2. \$750 - \$1,999 - Three (3) “Documented” quotes to be attached to PO (“Documented” can be printouts from computer sites showing 3 places where items were priced and compared).
3. \$2,000 and Greater – Three (3) written bids to be attached to procurement form, and attached to the PO.

NOTE: The Board has complete authority to mandate whether or not a competitive, sealed bid is to be used for any purchase

B. Authorized Personnel - Signatures


1. Up to \$1,999 - Budget Managers, Battalion Chiefs, Executive Assistants, Fleet Manager and Facilities Specialist, Human Resources (Individually).
2. \$2,000 - \$24,999 - A combination of two (2) of the following: Fire Chief or Assistant Chief and Finance Director approval
3. \$25,000 and Greater -Fire Chief, Assistant Chief, Finance Director, **AND BOD Approval**

C. Purchase Order (PO) Methods

1. Standard PO - Regardless of dollar amount

A PO must be completed for each procurement request, and signed by originator

It is SFMD's intent that a PO be prepared completely with all required approval signatures prior to the purchase of goods or services. However, in instances where an item (goods or service) is needed for SFMD to protect the public, an approved PO can (and must) be submitted after the purchase has occurred. The buyer/purchaser is to ensure all applicable taxes and fees are included in the total amount of expenditure documented in the PO. Each purchase shall be made from the vendor offering the lowest responsible price quote. "Responsible" is defined as the best combination of price, warranty, locale, compatibility and/or cost of repair. On all purchases, the buyer should take into consideration warranty, local businesses and workmanship. If the lowest bid isn't the best value for SFMD, the buyer is to bring forward supporting documentation as to why a higher bid should be considered.

 <p>Policy</p>	Policy:	Volume X: Board of Directors
	Subject: Procurement of Supplies, Equipment, Materials and Services	
	Effective Date:	Revision Date: January 2018
	Approved By: Board of Directors	

When using State Contracted vendors, items \$5,000 or greater, must still follow the three (3) written bid process. If a vendor comes in with a lower responsible quote, they can be used even though they are not State Contracted.

2. Annual PO

An Annual PO is used for a procurement which is recurring, frequent, or monthly from a specific vendor during the fiscal year. An Annual PO number will be issued by Accounting to the awarded vendor and will be utilized throughout the fiscal year. This method does not preclude competitive quote and bid requirements. This method only applies to the procurement of supplies equipment, materials and services as described on the Annual PO(s).

3. Contract PO

A Contract PO is used for the procurement of goods or services through competitive bidding for a specific term per the contract. A Contract PO number will be issued by Accounting for the awarded contract vendor/agency and will be utilized throughout the contract term date.

D. Waiver of Competition

Although competition may be waived pursuant to this section, the use of competition is required wherever practical. Competition (quotes/bids) may be waived for the following conditions:

- Government , State Contract & Inter-Governmental Agency Agreement **(Contract # and Agency must be on PO)**
- Single source procurement **(attach supporting information)**
- Emergency action **(explanation to Governing BOD within 72 hours)**
- Competition solicited with no offers
- Standardization/Compatibility requirements
- Education, training, experimental, developmental, research work
- Equipment already installed , connected, and in service, and it is determined advantageous to purchase equipment
- Items are subject to rapid price fluctuation or immediate acceptance (attach supporting information)



Policy

Policy:	Volume X: Board of Directors
Subject: Procurement of Supplies, Equipment, Materials and Services	
Effective Date:	Revision Date: January 2018
Approved By: Board of Directors	

E. Other Mean of Procuring Goods and Services

1. Credit Card

The use of Credit Cards must follow all Procurement Policy guidelines as listed above. A PO **must** be prepared for all credit card purchases and all appropriate receipts must be provided to Accounting.

2. Expense Reimbursement

Employees seeking reimbursement for required and authorized expenditures must:

- Complete a SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage, a map with miles to and from must be attached.
- Must have Department Head approval prior to submission to Accounting for payment.

Expense reimbursement payments will be made at the amounts set by federal or state regulations. Expense reimbursement requests must be submitted within the fiscal year of expense.

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____

PO # _____

LIMITS	REQUIREMENTS	APPROVALS
\$0.00 - \$749.00	FORM Not Required	Budget Manager, BC, Executive Assist., Facilities Specialist, HR
\$750.00 - \$1,999.99	FORM Not Required BUT need 3 Documented quotes	Budget Manager, BC, Executive Assistant, Facilities Specialist, HR
\$2,000.00 - \$24,999.99	3 Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Director
\$25,000 or MORE	3 Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Director AND Governing Board

Quote # 1

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

Quote # 2

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

Quote # 3

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

COMPETITIVE QUOTES / BIDS CAN BE WAIVED FOR THE FOLLOWING REASONS:

- STATE CONTRACT /INTERGOVERNMI (State Contract Number or Government Agency Must be o
- SOLE SOURCE PROCUREMENT (Supporting Documentation Must be with PO)
- EMERGENCY ACTION (Explanation Sent to Gov. Board Must be with PO)
- COMPETITION SOLICITED WITH NO OFFERS
- STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT
- TRAVELING EXPENSES with GOVERNMENTAL RATE (Standard Rate Must be Specified on PO)
- PRODUCT / SERVICE / AGENCY for EDUCATIONAL, TRAINING, EXPERIMENTAL, DEVELOPMENTAL or RESEARCH WORK
- EQUIPMENT ALREADY INSTALLED, CONNECTED, IN SERVICE AND IT IS DETERMINED ADVANTAGEOUS TO PURCHASE SAME
- ITEMS ARE SUBJECT TO RAPID PRICE FLUCTUATION OR IMMEDIATE ACCEPTANCE (Attach Supporting Documents to PO)

APPROVAL:

DATE DEPT. HEAD SIGNATURE

DATE FINANCE DIRECTOR

DATE ASSISTANT CHIEF SIGNATURE

DATE FIRE CHIEF SIGNATURE

Governing Board Meeting – January 17, 2018

Agenda Item: 9

BOD#: 2018-01-08

Agenda Item Title

Discussion and presentation of the Work Trade Policy for review at the January, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting.

Submitted By

Board Clerk Gene Gehrt

Background/Discussion

The Work Trade Policy is a part of a larger policy 102.11: Work Criteria – Public Safety – Shift Assignments.

Financial Impact

N/A

Enclosure(s)

Work Trade Policy

Recommended Motion

N/A



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102.11: Work Criteria-Public Safety/Transportation Services Shift Assignments

D. Work Trades

Shift personnel may engage in work trades with other employees. Work trades are arrangements between employees, reviewed and approved by the Battalion Chief (BC), and are a privilege extended to the employees.

1. Any employee may be denied the privilege of using a work trade by the immediate supervisor. The immediate supervisor must provide a written response to the employee stating the reason for denying the work trade within 24 hours after being notified of the work trade.
2. A work trade may be revoked at any time prior to twenty-four (24) hours before the exchange. This can only be done by the Shift BC and written notification must be provided to the employee stating why the work trade was revoked. The employee will be able to use earn leave, when the work trade has been revoked.
3. A maximum of seventy-two (72) hours may be worked in a consecutive time period.
4. The employee initiating the work trade must ensure the proper documentation is completed prior to the work trade. The immediate supervisor and Shift BC will be given written/email documentation of the work trade. Failure to do so will result in disciplinary action.
5. Employees must follow established administrative policies for using work trades. Telestaff or other established electronic staffing module will be used as the tracking and record keeping system.
6. Employees who are scheduled to work a holiday will be compensated for that holiday, instead of the employee actually working as a result of a work trade.
7. If an accepting employee works a holiday, they will be owed 1.5 hours for each hour worked, so if an employee works a 24-hour work trade on a holiday, they will be owed 36 hours by the requesting employee.
8. Hours accrued as a result of work trades are not eligible for overtime compensation.
9. Probationary employees are not permitted to participate in work trades during their first six (6) months of employment.
10. Employees may not compensate another employee for accepting the work trade. This includes but not limited to the following: cash, work services, gift cards or vouchers.
11. Employees must repay all work trades within two-year of the date of the first requested work trade or the employee may have their work trade privileges suspended.
12. Employees may donate work trades for injured or sick employees, if the employees working for the injured or sick employee are in the same job classification (Capt./Capt., Eng./Eng., FF/FF, TSP EMT/TSP EMT & TSP CEP/TSP CEP) or have the ability to act as in the position of the injured or

sick employee. These work trades must be coded as a donated work trade and the Shift BC has the discretion to allow an out of class work trade.

13. Employees may not have not more than 120 hours of unpaid/unworked work trade hours with any one employee.
14. The maximum number of work trade hours per employee per calendar year is 1440 hours.
15. Overtime shifts are not eligible for work trades
16. An employee who fails to report for an agreed upon work trade or uses sick time will be charged sick time for the hours of the work trade.

Governing Board Meeting – January 17, 2018

Agenda Item: 10

BOD#: 2018-01-09

Agenda Item Title

Presentation of Professional Growth and Development Guidance Document

Submitted By

Acting Administrative Director Anna Butel

Background/Discussion

In November of 2017 a task force was created to create an Evaluation Document for all employees. Over the course of 6 meetings the task force was able to put together a new evaluation form and process. In addition to changing the document the philosophy has also been adjusted.

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion

N/A



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Governing Board Meeting – January 17, 2018

Agenda Item: 11

BOD#: 2018-01-10

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 – January 17, 2018

Agenda Item: 12

BOD#: 2018-01-11

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.

Recommended Motion:

N/A



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Governing Board Meeting – January 17, 2018

Agenda Item: 13

BOD#: 2018-01-n/a

Agenda Item Title

Announcements

Background / Discussion

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

Recommended Motion:

N/A



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Governing Board Meeting – January 17, 2018

Agenda Item: 14

BOD#: 2018-01-12

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



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Appendix A

A. Board Meeting Minutes from December 20, 2017

Submitted By

Board Clerk Gene Gehrt

Board Secretary Sherry Mueller

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)

December 20, 2017 Board Meeting Minutes





Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
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Regional Training Center
3700 East 16th Avenue
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Governing Board Meeting Minutes December 20, 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, DECEMBER 20, 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 and Human Resources Generalist, Sherry Mueller were also present for the meeting.

1. Review and approval of November 2017 financial reports and bank reconciliations. (BOD #2017-12-01)

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

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-12-02) – [Addendum A](#)

Acting Assistant Chief Ochs read the list of December Anniversaries – Deputy Fire Marshall, John Suniga (25 years of service), and Mechanic II, George Nasello (5 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 November 15, 2017
- B. Disposition of Surplus Property
- C. Renewal Insurance for 7710 for 2018

Motion by Director House to approve consent agenda items A, B, and C for December 20, 2017. **Seconded** by Director Moeller.

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

5. **Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members (BOD #2017-12-04).**

Interim Fire Chief Mike Farber stated this is a house keeping item that we do every year. Director House stated he is the County Supervisor representing Pinal County, so if any County issues comes before this Board, he will have to step aside of this Board of Directors. Director Moeller stated his wife is on the Board of Directors for Apache Junction Parks and Recreation. Chairman Cross stated he has a possible perceived conflict being a Mesa Firefighter and dues paying member of Local 2260.

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)**

Executive Assistant acting as Board Secretary Jasmin Jones stated this is a housekeeping item we do every December which lists the upcoming meetings for 2018. Both will be sent to the Pinal and Maricopa County Board of Supervisors for record per A.R.S. They will also be posted on our website as well as at our Administrative office, Regional Training Center and in the Community Room Lobby at Station 264.

Motion by Director House to approve filing 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. **Seconded** by Director Strand.

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

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) – [Addendum B](#)**

Interim Fire Chief Mike Farber stated this item is for our annual planning budget process. Finance Director Roger Wood gave a brief update providing an overview of when the important dates are that will impact the Board. The dates align with regular Board Meetings that are scheduled between now and July, 2018. At each one of the Board Meetings more information on the budget will be provided and issues will be discussed. The tentative budget will be presented for review and approval at the May, 2018 Board Meeting. It will then go out to the public for a minimum of a 20 day review and comment period. We will formally adopt the new budget (if everyone is in

agreement) at the July, 2018 Board Meeting. The calendar is to provide an overview of dates that will impact the Board. There will be a subsequent, much more detailed calendar that Budget Managers will work on with Senior Leadership to stay on track and meet requirements.

Motion by Clerk Gehrt to adopt the Fiscal Year 2018/2019 budget planning calendar as presented and schedule a July Governing Board Meeting for Wednesday, July 18, 2018 at 5:30 p.m. when the 2018/2019 Fiscal Year Budget will be adopted. **Seconded** by Director Moeller.

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

8. Discussion and possible action regarding transferring funds for January 1, 2018 debt service interest payment. (BOD #2017-12-07)

Finance Director Roger Wood stated we have a GADA Bond that was placed in 2006. We are responsible for semi-annual interest payments and annual principal payments. We have an interest payment that is due on January 1, 2018. The Board is being asked to approve the payment in the amount of \$145,321.38. More than sufficient funds are available in the interest fund account to make the payment.

Motion by Director Strand to authorize the payment by executing a letter of direction to Pinal County Treasurers Office to wire transfer funds for the GADA Debt Service Interest payment on December 29, 2017 due to U.S. Bank on January 2, 2018. **Seconded** by Chairman Cross.

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

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 #2017-11-08)

Motion by Clerk Gehrt to approve Policy 102.47: Fingerprinting and Criminal Background Checks. **Seconded** by Chairman House.

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

10. Discussion and presentation of Policy 102.02: Recruitment for final approval at the January 17, 2018 Board Meeting. (BOD #2017-12-09)

Acting Assistant Chief Richard Mooney stated this is the policy Staff would like to submit for Board approval at the next regular Board meeting (January 17, 2018).

11. Discussion and possible action regarding a RFP process for legal counsel services. (BOD #2017-12-10)

Director House – When we had the issue with the prior Chief, it came to our attention that we have legal counsel, Donna’s been with us for quite some time, but we don’t have a contract. I thought it would be great to follow procedure and have a contract for legal services and go out for RFP. Nothing against Donna, but we may actually be able to save money on our legal consultation fees. Director House also stated he would like us to go out for an RFP to look and see if we can have a formal contract that we can enforce and work with and also to see if there is any cost savings.

Chairman Cross – Does anyone have any questions or comments?

Clerk Gehrt – I assume that means we will allow Donna to respond to the RFP if she so desires.

Director House - Absolutely.

Clerk Gehrt - that’s the way I took it.

Chairman Cross - Have we looked at how we’re going to develop an RFP?

Director House – I thought I’d leave that to the Chief to develop.

Interim Chief Farber – We were discussing that today. For us to develop a RFP, we ask that we have a couple of months to make sure we properly look at other agencies and see what they’re doing. I’m not an attorney. We would need to get some advice on what should and should not be in the RFP. We would have to put it out for 30 days. We would need at least until March if not April. Then the sealed responses would be sent to the Board sealed and presented at the Next Board Meeting to make sure everything is above board and as done as it should be legally. I don’t think this is something we could get done by next month.

Director Strand – Chief, I have a question for you, would they make recommendations for possible different attorneys?

Interim Chief Farber – No, staff would define what criteria they would like responded to in the RFP. Then the RFP would be posted for response. The responses should include what they would charge and what services would be included. This would all be included in the process. It’s just like a RFP we do for different services that we have at the District. We’re going out for a couple of RFP’s because there’s a conflict because one of the services we receive is from an employee that delivers the service. So we’re putting that out for RFP. This is an area Chief Mooney is going to be working on.

Acting Assistant Chief Mooney – I’m looking for Board direction on what areas you want the attorney to cover. Labor Laws vs. Contract Laws. Would we have one attorney serve the Board and another serve the Administrative staff as a separate deal?

Chairman Cross – the Question to Donna is (without having other District lawyers here) what is the common practice? Usually most Districts have one lawyer, I would imagine, because of cost, and then, I would theoretically think that most Districts don't have a RFP. They probably have a set budget amount.

Ms Aversa – Mr. Chairman, those are all good questions. The question was raised earlier in the year about whether or not I had a contract, and where was my contract? Most attorneys do not have a typical contract. The State Bar that regulates the practice of law by attorneys in the State requires that we have fee agreements in writing to avoid any confusion, disputes and so forth. So, attorneys typically have a letter that says “these are my rates”. This is what I charge per hour. I charge out-of-pocket with no mark-up. And if I charge for paralegal or clerical, whatever, those are the rates. That is typically what attorneys do. You already have that. From 20-some years ago there was an initial letter and then every few years there's a rate adjustment. I'm supposed to adjust the rate every year, but I don't do that. You receive a new letter with new rates. So that is typically “the contract” that we have. To the other aspect of your inquiry, most Districts have one attorney that represents the District and answers to the Board, as I do in this case. The District is my client and I answer to the Board. But then, there's a need for specialized attorneys. For example, I am prohibited from doing any Bond work. So, any Bond work, Roger mentioned the GADA Bond, you have to have special Bond counsel for something like that. And so, from time to time, the District will have to bring additional attorneys. You had an additional attorney for the CON issue. As General Counsel, part of my job is to keep track of who's doing what, and to advise the Board if there is any question or who should we have come in on a particular issue. So that's part of General Counsel's job and what I do for the District, which is pretty much a review for all the other Districts I represent.

Did I cover all the aspects, or did I miss something?

Chairman Cross – The last question I have is that since I started doing research, I could only find roughly, probably (off the top of my head) 18 – 20 District specific lawyers. Is that number roughly correct?

Ms. Aversa – If you consider all special taxing Districts, I would guess, without having to do the inquiry myself, that's about right. I don't do other special taxing Districts. I do Fire Districts. That is my one specialty. I also do some work for the County. I am the attorney for the Merit Commission and the Law Enforcement Merit Counsel for the County as well. Then I have a private, corporate client. My special taxing District work is limited to Fire Districts. What I find is that for most Districts, some Districts are represented by their local County Attorneys. Districts who are not represented by their local County Attorneys use private counsel very few and far between.

Bill Whittington, as you all know, from Arizona Fire District Association, is the attorney I come across most frequently. If I had to guess, he probably represents the highest number of Fire Districts in Arizona. I would guess that I come after in the number two slot. Behind that, there are some attorneys who maybe represent one or two Districts. I have not done that deep dive research but I certainly can if you want me to.

Director Strand – We don't want you doing any deep dive things like that. It would run up billable hours. I noticed that about 3 months ago, there were billable hours about \$600 over budget, so we don't want you to do any more work that we would get charged for.

Ms Aversa – Yes Sir, and of course with the hourly rate, if I don't work, you don't pay for it. It's a pay-as-you-go system, which is the same system for all my Government clients. I have occasionally been asked to work on a retainer basis, where somebody would pay a flat fee. The State Bar looks at a retainer as being the right to

reserve your time. I'm not particularly comfortable with that billing mechanism. I am much more comfortable with the "if you need me, you call me" and then you pay me for what time you get. I'm a big fan of that model for Government service.

Chairman Cross – We've had quite a few issues recently. We've had multiple people calling for the same issue. The over budget issue is somewhat explainable.

Ms Aversa – Also, if you're looking at budget numbers, I'm not the only attorney that you pay for. So if you want to break it down, you would look at the line item in the budget or invoices that are just associated with my firm. My guess is that if you look at professional services, and Roger could speak to this, you'll find all professional services in that account. If you break it down to lawyers, you would have your CON attorney who did work, Kate Baker did investigation work and you've seen my regular monthly fees. All those come in to play.

Director Strand – I have to take issue with that. I've never seen your monthly bills. Maybe they go to Roger, but I don't remember any of us ever being told what your monthly bills are.

Clerk Gehrt – Responded to Director Strand- You have signed the payment checks. I sign them all the time.

Finance Director Wood – The checks are coming in from Sydney Lex Folker, PC. It's not Donna Aversa's name on the checks.

Interim Chief Farber – We did 3 or 4 investigations, I believe. And that was Kate Baker, and our CON attorney earlier in the year. So we have utilized attorneys besides Donna.

Director House – In lieu of what legal has just told us, maybe you as Chief could come back to us with 2 or 3 rates from different lawyers that deal with Fire Districts to be compared.

Interim Chief Farber – I would be happy to do so.

Ms Aversa – I can tell you now, from time to time I have discussions with Bill Whittington and Kate Baker, and our rates are pretty much in alignment. There's some variation, for example, my rate is under \$200 per hour. Right now, I'm taking on a new Fire District at above \$200 per hour (\$205 - \$210). There is some variation there. Over the next couple of years, they will inch up. I believe Kate Baker's rate is consistent with that. I think Bill Whittington's rate is consistent with that.

Chairman Cross – I'd be curious if any of the Fire Districts do a RFP. I could find that out on my side.

Interim Chief Farber – We can research that when doing the RFP. Intermedix was extremely intense. We'll have that next month at the Board Meeting.

Ms Aversa – Mr. Chairman, if I may, I would like to ask if any Board Member has an issue with the work that I’m doing for the District? I’m trying to have an open line of communication with the Administrative staff and have invited them to give me feedback if they have any issue and I would like to also extend that to the Board and invite you to give me any feedback if you like.

Chairman Cross – I think everyone has your email address and cell phone number.

Director Moeller – I have a quick question. So, going contract vs. At-Will, my quick thinking here is if we get in a contract with a legal expert what do you see as potentially “iffy” about that?

Ms Aversa – I’m glad you asked that question. This goes to the first comment I made about contracts and why attorneys don’t typically use a formal contract. Attorneys serve at the will of the client. We are not allowed to have non-compete agreements or anything like that. If the Board decides you don’t want me to represent you, you just say thank you but no thanks and we’re done, that’s it. So, attorneys are always at will. The only time there’s a hiccup in that is if you’re in the middle of a court proceeding, then you have to get the Judge’s permission to get out of the case. Otherwise, attorneys always serve at the will of the client. I mean, how awful would that be to be stuck with an attorney that you don’t believe is doing the job for you?

Chairman Cross – (to *Interim* Chief Farber) Are you going to research what other Fire Districts are doing?

Interim Chief Farber – Yes.

12. New Business / Future Agenda Items. (BOD #2017-12-11)

Clerk Gehrt - Stated he would like us to get a little more in depth in to annexing or contracting for our services for non District Tax Payers. We made great progress with the Rural Metro Contract for Mutual-Aid. We’ve had some interest from the Arizonian, as far as becoming part of our District. I believe we need to come up with a plan. We have a contract in place with the Renaissance, which is across the highway from The Arizonian. We keep going on calls to The Arizonian and they’re not in our District and we’re not being called for mutual aid or any of things like that. I don’t believe that is fair to our Tax Payers. I’m trying to come up with logic for either annexing or contracting because we seem to be surrounded with pockets adjacent to our District that we continue to provide responses to. The recipients receiving those services are getting those services for free at our Tax Payers’ expense. What’s worse is Taxpayers’ may be jeopardized if another call comes in while we are providing free service. We could jeopardize those who are paying their fair share. As far as I’m concerned it is our fiduciary responsibility to our Tax Payers and we ought to be thinking about this a little more aggressively. So, I’d like to propose that as a possible standing agenda item going forward.

Somehow the monthly Pension Board report got dropped from the agenda. My intent is that report be a standing agenda item. In addition to that, I’d like to suggest an additional standing agenda item be added for Board established Committee reports. An example is the standing Committee we have for JPAs, Mergers and Consolidations. When we have something to report, we can make a Board update or simply say “no report.”

13. Reports. (BOD #2017-12-12) – [Addendum C](#)

Interim Fire Chief Mike Farber:

Expectations Meetings with Crews

Stated that during the past month, he and Finance Director Roger Wood met with each shift and each station and spoke about District expectations, sick leave usage and his vision going forward. It went over very well. Reports from Labor is our employees are motivated and excited and he also talked to the Administrative Staff about the expectations coming in the new year and how we're going to get things done. He also updated them on the evaluation process which staff will be presenting to you next month and various other aspects of the District. Labor Vice President John Walka talked about some of the Labor issues they were working on and Finance Director Roger Wood presented his 3-year financial forecast. Staff's intent was to make them feel comfortable with where we're at financially and answer any questions they had. Our plan is to continue this on a quarterly basis. We spent the better part of three ten hour days making that happen.

Jose Sepulveda Returns to Shift from Light Duty

I want to thank Jose Sepulveda. He will be back on shift on 1/1/2018 and we're happy for that, but while he was at Admin, you would often smell chemicals as he was cleaning the bathrooms. He became the unofficial hall-monitor. If anybody was a couple minutes late after 7:00 a.m., he was writing them up and having a discussion with them. Some people were less than impressed with that and others found it amusing. But, none the less, the nice part about having Jose around was that there was always a smile on his face and we wanted to thank him. As per policy, anyone on light duty, and especially if it's a result of an injury off duty, are allowed to have two months of light duty, and as Interim Chief I have the option to extend it for one additional month. We were actually contemplating extending that for Jose to a year. I wanted to thank Jose who's not here. Just a super attitude and I think he also learned we actually do work at Admin. It's always good to have the field see that we're doing what we're supposed to do.

Joint Power Authority (JPA) /Consolidation/ Merger Committee update

The Committee went to CAFMA (Central Arizona Fire Medical Authority) a month ago. We are excited about what we learned. Some of the things learned include that it took them 18 months of planning just to be able to take over more or less a management contract. They merged two Districts. One needed a Fire Chief and the other needed an Operations Chief, and it still took them eighteen (18) months and they still had hiccups. So, it was nice to learn how they went about it.

The thing about CAFMA is, they were the first to do a JPA, and first to do a merger. They even have a Joint Purchasing Agreement with the Junior College system. It is a consortium of twenty five (25) different agencies. One of the things that we're looking at now is the possibility of buying EMS supplies through their consortium. They claim they're saving 40%, using the exact same group that we're using. They charge 5% for their billing services but it's been great for everybody. They've been kind of the leader in that.

We also had a chance to look at some of their apparatus and that gave us some ideas too. Our Apparatus Committee is currently in the process of going over apparatus specs. We were impressed with the apparatus (Rosenbauer) they purchased. The apparatus they purchased was roughly \$300,000 cheaper than what we've been paying Pierce. We have to make sure that we're comparing apples to apples. That the engines are the same, construction is the same, and we're getting the same quality. I've instructed Vaughn and the committee to look at different providers, E1, Rosenbauer, Pierce, and KME, to see is there something better out there or not. I have to be able to answer the question: Is the apparatus that we've been buying worth \$300,000 more than something else? What I'm getting at is we'll do our due diligence. We will be presenting a recommendation to the Board of which apparatus we recommend for purchase.

We learned a lot by going up there. It was a great visit and, I think we took away a lot. I, Roger Wood, John Walka Mr. House, and Mr. Moeller visited CAFMA, and I think we learned more in about three (3) hours from them than we probably got in two (2) months of working with another agency. It was a great visit.

Director House – CAFMA is going to be presenting at AFDA. And, when I heard that, I thought maybe we should have somebody at AFDA. In talking to Jasmin, they do send out a lot of information from those particular things. I don't know if we have anybody going, but it would be really good if we have at least someone listening first hand at that discussion.

Interim Fire Chief Mike Farber - I agree and thanks for bringing that up. Yes, they are presenting at AFDA on lessons learned and pros and cons of their JPA, so it would be beneficial, whether it's myself or somebody else on staff. Probably Labor would want to go as well. We didn't budget for that but if it's one day, it would limit it. Hotel rooms are \$40 a night, I could spring for that myself. We'll have somebody up there and I'll bring back a report.

Giving back events

We hosted the Apache Junction Citizens Leadership Institute at the Regional Training Center. Interim Chief Farber spoke and gave a tour of our facility. These are citizens that are going through the leadership academy for the city. They are all city residents and were extremely impressed with our processes and even our \$25,000 dummy. We gave them a tour of the whole facility and Interim Chief Farber gave them a presentation on what the Fire District does including some of the nuances. They had no idea that the Fire District was really not part of the city, Interim Chief Farber explained everything we do and our services. A lot of them were shocked at everything we did including the ambulance transport.

City of Apache Junction Holiday event, sand delivery and the A.J. light parade with Santa. A neighborhood meeting at Weavers Needle trailer park. Interim Chief Farber presented. We did that with all the city, the Mayor, and the Police Chief. We answered every question and gave basically our fifteen (15) minute commercial that we've become accustomed to giving about everything we do and why we bring Fire Trucks to medical calls. This is the winter and visitors are coming. We'll be doing that about 15 times during the season and the city is nice enough to invite us.

Interim Fire Chief Farber was the Grand Marshall at the Sunrise R.V. Resort Holiday parade. That was a neat event and I was really surprised at how excited they were that we were there. People were coming up shaking my hand as I was driving. I was behind a golf cart so it wasn't that dangerous. It was a neat experience. They loved us being there. They invited us to have cookies and coffee afterwards. When the crew left, we had one of our engines (who they really wanted to see), they gave them a standing ovation. It's touching, and I think we forget how appreciated we are by the community and it's nice. I just got an email and I think they want to do a "Chat with the Chief". It's someone that was on a call down one of the streets. I don't have the address, but I'll bring that to you next Board meeting. After the call, they saw a little boy there and they bent over and gave him a hat and a tour of the Fire Truck and took the time, and the lady was really impressed that they took the time with her grandchild. That's our crews. I've mentioned this multiple times. No matter what goes on in the District, the guys, when it gets to the street, have always remembered to take care of the external customers. So, that's encouraging and that's a testament to the organization and that's how it's been since I got hired here.

Holiday Outreach for A.J. Head Start – Station 265 hosted Superstition Mountain Golf Club and H.O.A. to provide 110 children presents for Christmas. The station 265 crew, Acting Assistant Chief Mooney, Tina, and Volunteers were there.

Acting Assistant Chief Richard Ochs

Recruits at Phoenix Fire Academy

From Operations, on Monday of this week, myself, Chief Farber and Mr. Gehrt visited our recruits in the Phoenix Fire Academy. We wanted to check on them again and see how well they're doing and wish them

happy holidays. It was a day they were hosting one of their live burns. One of the many live burns they do. This happens to be a flash-over chamber that some of you may be familiar with. They had an opportunity to go in there at least twice. It was a great learning opportunity experience for them. They're having a ball and they're enjoying everything they do. They're a few weeks from getting done and they are still at the top of the list of all the recruits. So, we can't be more proud of them. We're very, very happy with the academy overall and the RTO that we selected. It's just a great blend and they're doing a super job. It's going to be hard not to go back to Phoenix in the future for our recruit training.

Quarterly Training

This quarter, for EMS is Advance Cardiac Life Support, so that's the every-other-year requirement for all Paramedics. Out of all the EMS classes that we host, that's probably the most time consuming and most involved. Very, very important though. For the fire side, they are currently conducting ropes and knots training. There are a few pictures there. So, beyond the class of simple knots and ropes 101 (the refresher course), they went out and did a practical exercise with simulated vehicle over a hillside, where they had to secure the vehicle with ropes and back-tie it, which sounds easy, but there's just some tricks of the trade involved. And if you don't do that periodically, you can forget how. They also learned how to secure a patient properly in to a Stokes basket and build a simple ropes system to assist them back up to a level grade. It sounds like they're having some fun with that. All the crews will rotate through that over the next few weeks. The Technical Rescue Team is still in the middle of their year-end drills that are happening around the metro Valley. I know we talked about this at our last meeting. I think we have the last few trucks still attending that and will be done for the year. January will start a new calendar.

Notable Incidents This Month

We had a few incidents. The most notable that we've tried to capture here for you on November 19th, there were four vehicles burning across the street from our Annex. We're not sure if they've identified a cause for that. Early in morning of November 30th, there was a small mobile home fire on the West end of town that did displace one resident, but fortunately she had a family member that was able to take her in. The following morning, there was a child vs. vehicle accident in front of Cactus Canyon Middle School. We did transport a young person that had a pretty severe leg injury. They are expected to be fine. On December 7th, we responded to a major motor vehicle accident at Ironwood and U.S. 60. You're only seeing one of the vehicles there, but I think you get an idea of the impact and the amount of damage. The following day, late in the evening hours, there was a structure fire, more on the East end of town, kind of half way between Station 2 and Station 3. Once again, the crews did an excellent job of managing that.

Wildland Crew Dispatched to California

I know you're already aware that we've sent a crew back to California, a record number of trips to California this year. They are staged as an initial attach crew in San Bernardino a little on the East end of the metro Valley.

Paramedic Class Graduation

Just the other night, we had our Paramedic graduation class at Central Arizona College. Erick Fuentes, Aaron Costello, Andrew Tryon and Colt Weddell all graduated from the Paramedic class. Colt Weddell was not only the class valedictorian, but he was also awarded the Eric Tinkham award that was for perseverance, dedication and loyalty. If you're not familiar, Eric Tinkham was a Queen Creek Firefighter who died in the line of duty just a few years ago. And there they are, very, very happy gentlemen. It's a long year of work and I'm certain you're familiar with that.

Firehouse Subs Lunch for Firefighter of the Year

This was just last week, Firehouse Subs sponsored a lunch for our Firefighter of the Year Firefighter Ryan Elowe and his crew at Station 262.

Response times

I believe this is the second month in a row that our response times are noticeably improved. You can see a huge improvement from the prior year, almost a minute. So, that's significant. We compliment the crews and their efforts. That doesn't just mean they're driving faster on the roadway. That means they're getting out the door quicker and keeping themselves in the area that they're assigned. So, great job! Almost 800 calls, 787 calls for this last month. Many, many, many EMS calls, we understand.

Transportation Services

Transportation is up. I think we average just around 12 a day, so that's noticeably increased, which makes sense for our time of year. 403 transports. Since the inception of our transportation division, we have continued to meet DHS requirements for all transportation types or dispatch types, so great job. And that is all.

Acting Administrative Director Anna Butel

263 Pilot Program Update

This is a small snapshot of some of the data that we are going to be collecting. Shortly after the approval of the 263 pilot program, we had several Firefighters that had on-duty injuries as well as some with off-duty injuries. You take that, and you add in the use of sick time, FMLA, Military Leave and vacation, and we realize that we needed to have a little more data regarding our personnel in a more detailed manner. So these are November's hours, the numbers for the non-working hours that were paid out. This data, it represents, on the Suppression side, roughly 3600 hours of shift vacancies. Most of those were covered by the Leave Pool and some were with compromised units and then some with overtime. I don't really want to get caught up in to the numbers too much for November because this is the first one we started to put together, but really, the goal is to identify the staffing trends that our people have and to anticipate the future needs and what we can do to reduce Firefighter injuries and all those things will come in to play. The next thing is, this is our response time. It's just basically captures turnout, travel, and code 3 responses and then the total number of dispatches. Because even though we had 787 calls for last month, often times it's more than one unit that goes, so sometimes that doesn't get reported in a way that we can see it. We'll be looking as that second unit arrives as well for a reduction in turnout and travel time. This is something also that we're regularly capturing and analyzing and looking at. So those are just some of the metrics and if you have some things that you would like see, I'd be happy to add those to the dashboard. The goal is to evolve the dashboard to give us a complete picture of our most important priorities and to make sure that we are looking at everything and seeing how it ties together and eventually adding the financial component to the big picture.

Chief Farber stated – Part of this is for the pilot program. We've always measured turn out times and travel times. Turn out times, the RFP 1710 requires that medical turnouts means getting the dispatch and getting on truck and start responding in 60 seconds or less. And then for fires, they recommend 90 seconds or less, 90% of the time. They do have an allowance that 10% of the time you're going to have your anomalies. So we try to measure that and keep that and the more that you measure people tend to respond and it's something that we've done every month for at least the last four or five years. We will continue to update you on that.

Captain John Walka

Toy Drive at Fry's

Last Sunday we held a toy drive at Fry's. It was very successful and the community was very generous. Along with toys, about \$1,075 was donated. We're going to use that money to buy more toys and right now, we're storing all those toys down at the RTC in the old library. Families have been coming in and shopping. When they shop, they pick which toys they'd like and put them in a separate box and our

volunteers are wrapping those for the family. Mr. Gehrt and Mrs. Gehrt will be dressed up like Santa Claus and Mrs. Claus on the 23rd and they will be hopping on the Fire Truck and delivering those toys.

Golf Tournament

A couple of weeks ago, East Valley Firefighters Charities held a golf tournament in Mesa. Mr. Strand and Mr. House competed as well as Chief Farber. What was our score? "65" replied Chief Farber. It was a good time. It was the first time I've ever played golf. I don't remember off-hand how much money was collected, but I think it was over \$10,000 and that money goes towards the East Valley Firefighter Charities. There is a number of charities that the money goes to and it stays local in the community.

Clerk Gehrt – Asked the Chair if he could make an exception under reports to give a Pension Board update because we did have a meeting.

Chairman Cross – I would prefer not. It's not on the agenda. Can we actually do it under reports?

Donna Aversa - How about an announcement of what happened at the Pension Board?

14. Announcements (BOD #2017-12-n/a)

Clerk Gehrt – Just quickly, we had another individual, Capt Rob Bessee enter the DROP. We now currently have 8 members in the drop. There are 4 that have to retire in 2021 and another 4 in 2022. So we have 8 people retiring in the not-too-far future. That's the main thing and then one quick thing. I'll ask Roger to tell us about where we're at as far as funding.

Finance Director Roger Wood – It's an annual requirement per Statute of the Local Pension Board to review and accept the actuarial reports that PSPRS creates.

They are always one year in arrears, so the Local Pension Board was looking at reports that were effective as of June 30, 2016. We looked at the State as a whole, then we looked at our Local Pension Board performance. The criteria or indicators that I shared with the Local Pension Board is the State as a whole is under 50% funded. It's around 46%. But we at SFMD are 62.62% funded so our unfunded liability is less than the State as a whole. You can imagine there has to be some pretty big players out there that are far from 50% to pull the whole State down. That was the jist of what we discussed. We talked about what we might see in the future and no one has a crystal ball but the main indicator I shared with the Local Pension Board.

Director House – I'd just like to say that my diaper drive is very successful. I have almost 27,000 diapers sitting in my office, but I am still taking diapers until the end of the year so if anybody has any more, we'll be happy to take them in.

Clerk Gehrt – This is one that hits home very closely. I had either, you want to call it, the fortunate or unfortunate opportunities to have our guys and gals service our family. My 92 year old mother fell on the 8th of December and broke her shoulder. "A" shift from L264 and Medic 264 were fantastic. They took great care of her and got her to the hospital. Three days later, my 90 year old father decided to do the same thing but he didn't break anything. Fortunately, we didn't have to take him to the hospital. Both are doing well. The guys and gal on "C" shift L264 were just as fantastic. My family wants to extend and make sure everybody knows the services we got were extremely Professional and Fantastic. Thank you.

Chairman Cross – I just have a couple. I would like to personally thank Roger and John Walka and Chief Farber for going out to all the stations. That took a lot of time and a lot of effort. I think that time and effort was well spent. I would also like to thank the City of Apache Junction for allowing their Citizens Leadership Academy to come to SFMD. That's huge. I think that's a huge education piece for us and I appreciate them including us. Not only that, the other items as well.

15. Adjourn. (BOD #2017-12-13)

Motion by Director House at 6:28 PM to adjourn the meeting. **Seconded** by Director Strand.

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

Governing Board Approval:

Gene Gehrt, Board Clerk

Sherry Mueller

Addendum A

25 Years of Service



Deputy Fire Marshal John Suniga

5 Years of Service



Fire Mechanic George Nasello

Addendum B

SUPERSTITION FIRE & MEDICAL DISTRICT FISCAL YEAR 2018 / 2019 BUDGET CALENDAR - GOVERNING BOARD		
BUDGET TIMELINE ACTIVITY	DATE	RESPONSIBILITY
Board Meeting: • Discuss FY 2018 / 2019 Budget Planning Process • Distribute FY 2018 / 2019 Budget Planning Calendar	5/7/18, 5/7	CHIEF FARMER
Board Meeting: Budget Development • Review Tax Allocation & Preliminary Revenue Budget Estimates • Discuss Funding Priorities & Planning Tax Rate	8/27/18	CHIEF FARMER
Board Meeting: Budget Development • Discuss Initiatives / Program Costs • Discuss Mid-Level Issues of Budget Development	9/17/18	CHIEF FARMER
Board Meeting: Budget • Discuss Preliminary Budget Status	9/18/18	CHIEF FARMER
Budget Available for CIP Use for Two Fiscal Quarters	9/18/18	DISTRICT
Board Meeting: Budget • FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019	9/18/18	GOVERNING BOARD
Public & Staff Consultative Session Budget • 30-Day Public Consultative Period Begins (5:00 PM through 5:15 PM)	9/17/18	ALMAH ESSAM
Board Meeting: Budget • City Public Hearing Open House	9/19/18	GOVERNING BOARD
Fiscal Year 2018 / 2019 Begins	9/1/18	
Board Meeting: Four Public Hearing & Adoption • FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019	9/18/18	GOVERNING BOARD
Budget Submitted to Plant County & State of Arizona	9/19/18	ALMAH ESSAM

Addendum C

Item 13 BOD #2017-12-12

Reports



Fire Chief Report

- Met with each Shift and Station – spoke about expectations, etc.
- Sepulveda going back on shift on 1/1/18.
- JPA / Consolidation / Merger Committee Update
 - CAFMA Site Visit Recap



Giving Back – Events

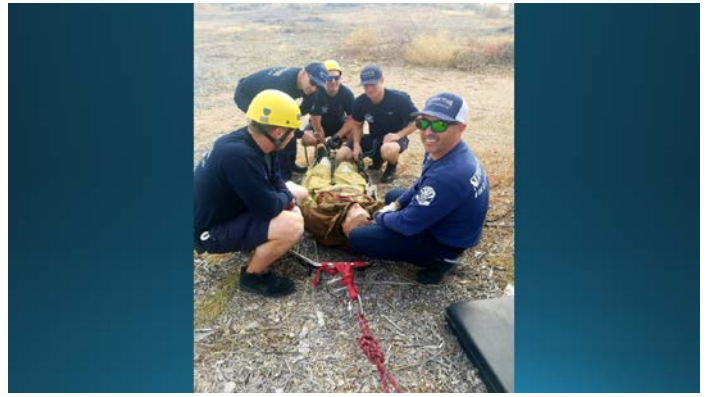
- Hosted the Apache Junction Citizen Leadership Institute at the RTC
- City of AJ Holiday Event
- Santa Delivery
 - AJ City Light Parade
- Neighborhood Meeting – Weaver’s Needle
- Grand Marshal for Sunrise RV Resort Holiday Parade
- Holiday Outreach for AJ Headstart
 - 265 Hosted Superstition Mountain Golf Club & HOA to provide 110 children presents for Christmas



Operations


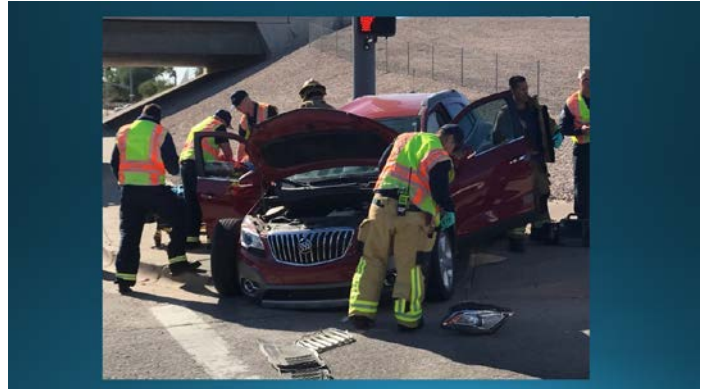
- Recruit Academy Update
 - Live Burn at Phoenix Fire
- Quarterly Training
 - EMS - ACLS
 - Fire – Ropes & Knots
 - TRT – Year End Drills (Trench, Con-Space, Industrial Rescue)







Operations

- Fire Incidents / EMS Incidents
 - November 19th – Four (4) vehicles burned in a towing storage facility
 - November 30th – Small mobile home fire
 - November 30th – Child vs. Vehicle by Cactus Canyon Middle School
 - December 7th – MVA at Ironwood & US60
 - December 8th – Structure Fire

Operations - Wildland

- Del Rosa Ranger District in San Bernardino, California
- T3 Crew – Initial Attack
 - Brian Logsdon
 - Mike Wolfe
 - Ruben Briones
 - Ryan Philips




Operations

- 2017 Paramedic Graduation Class - CAC
 - Erick Fuentes
 - Aaron Costello
 - Andrew Tryon
 - Colt Weddell
- Colt Weddell
 - Awarded the *Eric Tinkham Award*
 - Perseverance - Dedication - Loyalty
 - Class Valedictorian



Operations

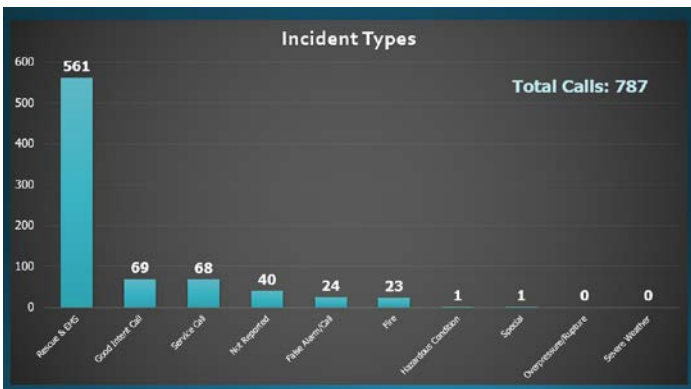
- Firehouse Subs
 - Sponsored lunch for FFOY – Ryan Elowe & Crew



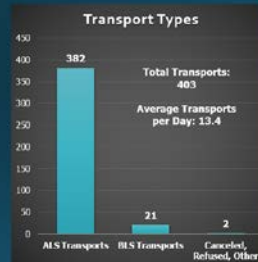
November 2017 – Suppression Operations

Response Times for Code 3 (Emergent) Responses

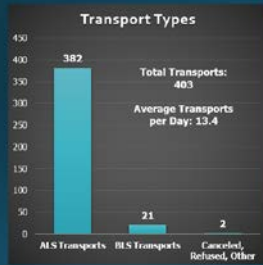
November 2017	November 2016	YTD (Fiscal)
4:25	5:39	4:38



November 2017 – Transportation Operations



November 2017 – Transportation Operations



November 2017 – Transportation Operations

CON Compliance Through November 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	463	487	95.07% ✓
14:59 or less	95%	1	486	487	99.79% ✓
19:59 or less	100%	0	487	487	100% ✓



Administrative Services Update

Fire Suppression Services

Work Code	Hours
Vacation	1833
Sick	447
FMLA	96
On The Job Injury	456
Leave with Pay	212.5
Light Duty	576
Total	3620.5

Transportation Services

Work Code	Hours
Vacation	249
Sick	107.5
FMLA	0
On The Job Injury	0
Leave with Pay	24
Light Duty	0
Total	380



Suppression Response Times

Unit	Turnout	Travel	Code 3 Responses	Total Dispatches
B261	:38	8:23	13	27
E261	:55	4:21	177	244
E262	:59	6:16	49	82
LT263	1:04	5:10	288	330
L264	:55	5:20	87	117
E265	:44	5:27	29	41
			643	841



Labor Update

- Toy Drive
- East Valley Charities Golf Tournament

