



# Superstition Fire & Medical District

Phone (480) 982-4440 ~ [sfmd.az.gov](http://sfmd.az.gov)

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

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

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



## 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.

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### 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.

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## 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.**

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## 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).

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

N/A

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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.**

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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.

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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.**

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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.**

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**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.**

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**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.**

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**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).

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**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.

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## **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."

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### 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 if there is 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 19<sup>th</sup>, 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 30<sup>th</sup>, 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 7<sup>th</sup>, 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 23<sup>rd</sup> 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?

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### **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 gist 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 8<sup>th</sup> 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.



## 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<br>FISCAL YEAR 2018 / 2019 BUDGET CALENDAR - GOVERNING BOARD  |          |                |
|--|----------|----------------|
| BUDGET DRAFTING ACTIVITY   | DATE     | RESPONSIBILITY |
| Board Meeting<br>• Review FY 2018 / 2019 Budget Planning Process<br>• Discuss Draft FY 2018 / 2019 Budget Planning Calendar                              | 12/20/17 | CHIEF FINANCER |
| Board Meeting - Budget Development<br>• Review Tax Abatement & Professional Services Budget Estimates<br>• Review Funding Priorities & Planning Tax Rate | 01/23/18 | CHIEF FINANCER |
| Board Meeting - Budget Development<br>• Discuss Initiatives / Program Goals<br>• Discuss High Level Status of Budget Development                         | 01/23/18 | CHIEF FINANCER |
| Board Meeting - Budget<br>• Review Professional Budget Status  | 01/23/18 | CHIEF FINANCER |
| Budget Spending Call (FY 2018 Tax, Fee & Contract Spending)  | 01/23/18 | CHIEF FINANCER |
| Board Meeting - Budget<br>• TENTATIVE BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019  | 01/23/18 | GOVERNOR BOARD |
| Public & Staff Consultation Timeline Budget<br>• 30-Day Public Comment Period Begins (01/23/18 through 02/22/18)   | 01/23/18 | ADMINISTRATIVE |
| Board Meeting - Budget<br>• Set Public Hearing Opportunity   | 01/23/18 | GOVERNOR BOARD |
| 2nd 60-Day 2018 / 2019 Budget  | 02/01/18 |                |
| Board Meeting - Final Public Hearing & Adoption<br>• FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019                                  | 02/28/18 | GOVERNOR BOARD |
| Budget Submitted to Pinal County & State of Arizona  | 02/28/18 | ADMINISTRATIVE |



## Appendix C

### Item 13 BOD #2017-12-12 Reports



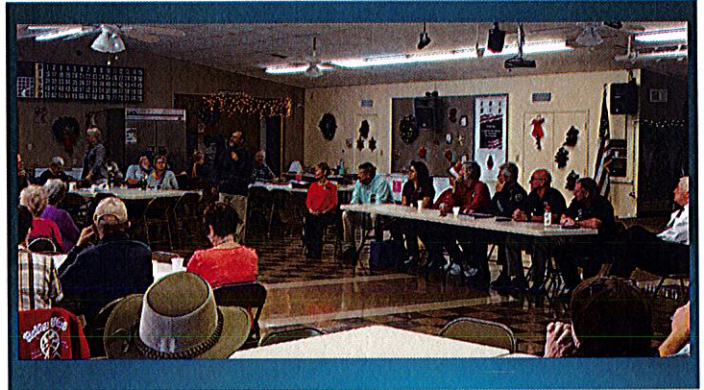
### Fire Chief Report

- 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



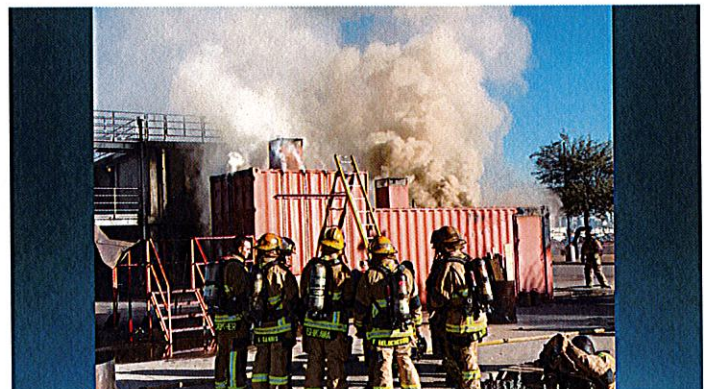
### Giving Back – Events

- 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

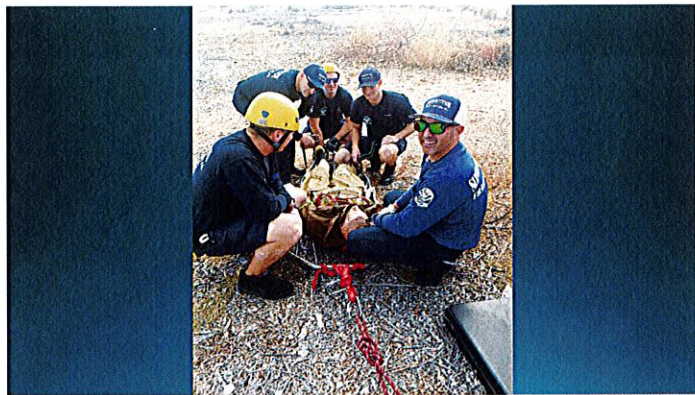


### Operations

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

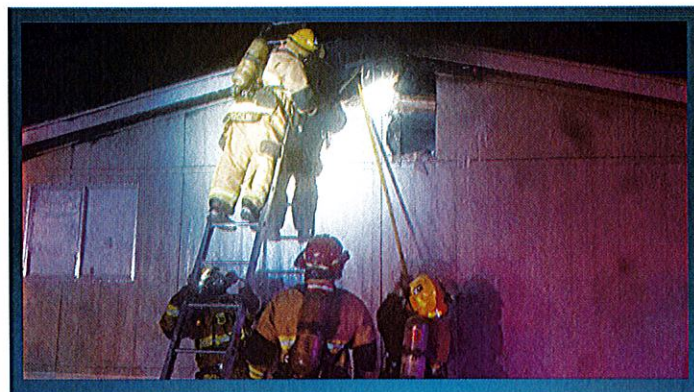
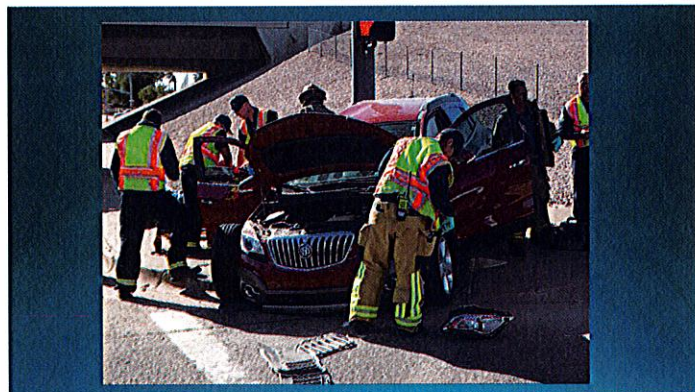






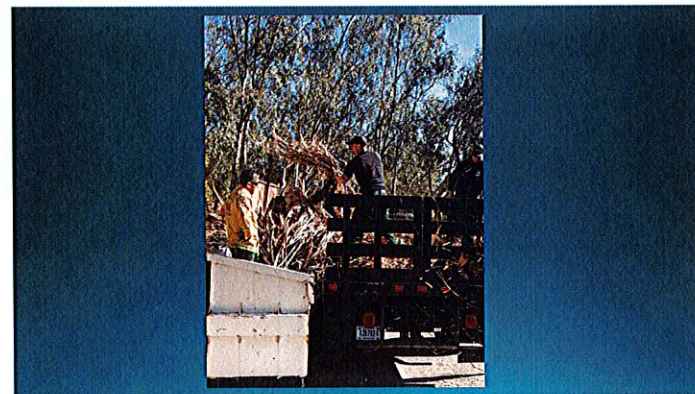
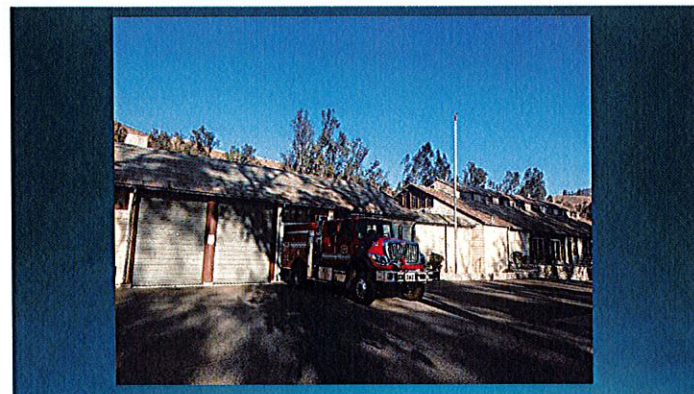
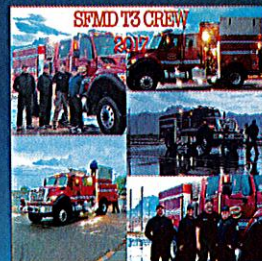
## Operations

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

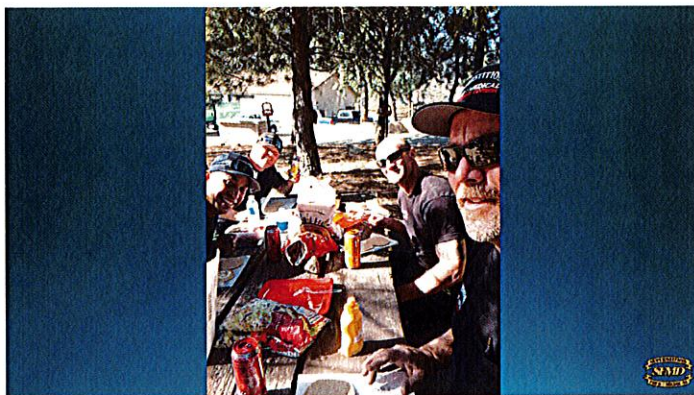


## Operations - Wildland

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







## 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

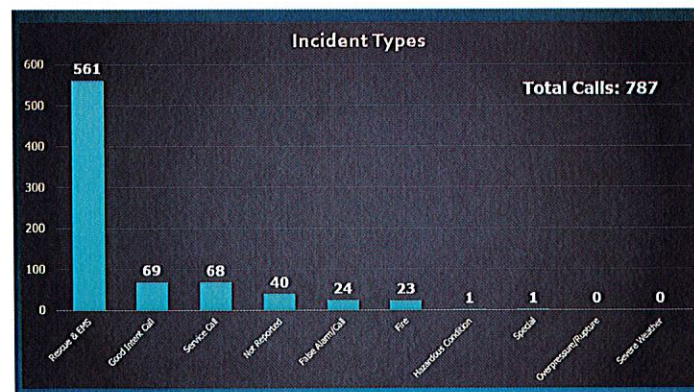
- Firehouse Subs
- Sponsored lunch for FFOY – Ryan Elowe & Crew



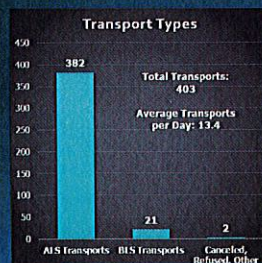
## November 2017 – Suppression Operations

### Response Times for Code 3 (Emergent) Responses

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

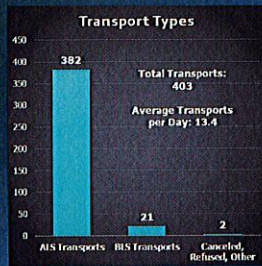


## November 2017 – Transportation Operations





## 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           |
| <b>Total</b>      | <b>3620.5</b> |

### Transportation Services

| Work Code         | Hours      |
|-------------------|------------|
| Vacation          | 249        |
| Sick              | 107.5      |
| FMLA              | 0          |
| On The Job Injury | 0          |
| Leave with Pay    | 24         |
| Light Duty        | 0          |
| <b>Total</b>      | <b>380</b> |



## 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               |
|       |         |        | <b>643</b>       | <b>841</b>       |



## Labor Update

- Toy Drive
- East Valley Charities Golf Tournament



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**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*