# Superstition Fire & Medical District

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**Governing Board Meeting Minutes**
**February 21, 2018**

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, FEBRUARY 21, 2018. 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 Director Strand.

**C. Roll Call**
Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Jason Moeller, and Director Larry Strand was 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 Board Secretary Sherry Mueller were also present for the meeting.

**1. Review and approval of January 2018 financial reports and bank reconciliations. (BOD #2018-02-01)**

**Motion** by Director House to approve the January 2018 financial reports and bank reconciliations.

**Seconded** by Director Strand.

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

**2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-02-02)**

Acting Assistant Chief Ochs read the list of February Anniversaries: Firefighter / Paramedic Dave Endres (5 years of service), Firefighter Monte Fuller (5 years of service), Firefighter George Anthony Martinez (5 years of service), Firefighter / Paramedic Chris Furgeson (5 years of service), Fire Captain / Paramedic Paul Perkins (28 years of service), Acting Administrative Director Anna Butel (18 years of service), Fire Captain / Paramedic Carlos Rivera (18 years of service), Fleet Supervisor Vaughn Croshaw (9 years of service), EMS Coordinator Eileen Blackstone (2 years of service) and Human Resources Generalist Sherry Mueller (2 years of service).

3. **Call to the Public. (BOD #2018-02-N/A)**

N/A

4. **Consideration and possible approval of all consent agenda items listed below: (BOD #2018-02 – 03)**
   **A.** Board Meeting Minutes from January 17, 2018.
   **B.** Purchase of Replacement MCTs and Docking Stations.
   **C.** Renewal of contract for property and casualty insurance service.

**Motion** by Director Strand to approve consent agenda items A, B and C. **Seconded** by Director House.

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

5. **Discussion of the Fiscal Year 2018/2019 Tax Abstract for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2018/2019 Revenue Budget. (BOD #2018-02-04)**

Interim Fire Chief Mike Farber stated that the 2018/2019 tax abstract levy limit for Pinal and Maricopa counties was delivered to the District on February 9th. Roger Wood will walk us through what this means in terms of our NAV.

Finance Director Roger Wood stated that the beginning of each budget season is the time for us to be notified of what our net assessed value or the value of all the properties in our District is worth. That comes to us from Pinal and Maricopa Counties Assessors Office. We received this year's information on February 9. In total, the increase over the budget year that we are currently in, on a percentage standpoint, is 4.46%. In the past we have had numerous conversations about the impact of Proposition 117 and how the maximum increase is 5% unless there is some kind of organic growth. This is the second year in a row that we have at least exceeded the 4%. If you remember back to a forecast that I presented late last year, I was assuming 3%, so this is above what our expectations were. I've yet to be able to determine how much, if any, value we have received from the new Fry's. That kind of detail comes in the next few weeks or a month or so. Once I find that out, I will share. The best-case scenario would be that there is no real value in this number and so we would get all the value next year. What that means to us at the current $3.25 per $100 of net assessed value calculation is that we would receive an additional $535,680 in tax revenues to operate the general fund (100 fund). At the current special assessment rate of $0.25 per $100 of NAV, this increase will result in an additional $40,105 in tax revenues for the capital replacement for the 200 fund. The only element within the revenue equation that we do not know yet is the Salt River Project NAV. They are not statutorily required to give it to us, it is more of a voluntary thing, and it will come to us within the next 4 to 6 weeks. We saw a very big increase three years ago. 30% in one year. Two years ago, it went down 1.5%. Last year it went down 1.5%. If it goes down another 1.5%, that would cost us about $5000, so it's not going to break the bank. We are still waiting on that information. This presentation that I'm giving you today is for your information only. Like I said, it's only the beginning of the budget process and there is no action required from the Board's perspective today. I can address any questions you may have.

There were no questions from the Board Members.

**Motion: N/A**

6. **Discussion and possible approval of the Procurement Policy brought for review at the January 17, 2018 Board Meeting (BOD #2018-01-05) for final approval at the February 21, 2018 Board Meeting. (BOD #2018-02-05)**

Director House stated that he appreciates Clerk Gehrt and all his hard work in getting all this caught up (policy reviews). We appreciate the effort he is putting in to it.

**Motion** by Director House to approve the Procurement Policy. **Seconded** by Clerk Gehrt.

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

7. **Discussion and possible approval of Policy 102.11: Work Trade brought for review at the January 17, 2018 Board Meeting (BOD #2018-01-09) for final approval at the February 21, 2018 Board Meeting. (BOD #2018-02-06)**

Clerk Gehrt commented that when this came out, it came across as being an individual Work Trade Policy. However, it is actually a subset of Policy 102.11. We've never approved 102.11. So I've ask the Chief if we could possibly come up with a different approach to this so that we have time to review 102.11. Where are we at on this? Are we going to review 102.11 next month?

Acting Assistant Chief Richard Mooney stated that we can do that for you, Sir, or you can approve just this portion of it. This is to close up some of those loopholes we've had in the Work Trade Policy. We can come back next month with the rest of 102.11 and go about it that way, if you like, or we can t postpone it to next month.

Clerk Gehrt asked what it will do if we postpone it?

Interim Fire Chief Mike Farber stated that in his opinion, we should look at the entire policy. It's a very long policy. In fact, some of it, I think, should be separate policies. I don't think it would hurt to wait a month, and do this right and evaluate the entire process.

Chairman Cross asked if this portion of the policy would change in the future? I wouldn't imagine that it would change in the future.

So again, if we do delay it, you guys will review it next month and then it wouldn't be approved until the following month, just so you know what the timeline is.

Clerk Gehrt asked why can't we approve it next month if we already know what it is? The only thing different is that you're adding the change I.D., and then the whole thing gets approved at once.

Acting Assistant Chief Richard Mooney said we can do that as well, Sir.

Clerk Gehrt asked if we bring a Motion, or do we just leave it?

Chairman Cross states we just need to give direction. We can table this and wait until next month.

Clerk Gehrt said we can approve this whole thing in one package.

**Motion: N/A**

8. **Discussion and presentation of Policy 100.01: Fair Employment / Anti-Discrimination / Retaliation brought for review at the February 21, 2018 Board Meeting for final approval at the March 21, 2018 Board Meeting (BOD #2018-02-07)**

**Motion: N/A**

**9. Discussion and possible direction regarding the vacated Fire Chief position, and its implications on FY2018/2019 budget (BOD #2018-02-08)**

Interim Fire Chief Mike Farber stated that we put this on the agenda to have a discussion regarding the budget. However, it would be inappropriate for me to speak on this matter, or anyone on my SLT with the exception of Roger, so I'm going to have Roger discuss this.

Finance Director Roger Wood stated that one of the major items, as Staff prepares the preliminary budget for your review, is to get direction from the Board on how we should budget for the vacated Fire Chief position. There are numerous alternatives. In FY18/19, the employment costs related to Chief Bourgeois will no longer be an expense for the District. That equates to approximately $228,000 worth of savings, if you want to call it that. However, depending on whether or not the Board intends to fill the vacancy with someone not currently employed by the District, that savings could easily be offset by the cost of a new external Fire Chief. Also, I think it bears discussion that should the new external Fire Chief want to hire someone not currently employed by the District as their Assistant Chief of Operations, then that additional expense would also have to be budgeted for. The additional expense would be associated with hiring another AC of Ops. As the Board is aware, the expense budgeted in one area negates the ability to budget expense in other areas. And so, before Staff can prepare and present a preliminary budget that represents the cost of ongoing operations and any new initiatives being recommended by SLT and Labor, the Boards direction on how to budget for the vacated Fire Chief position is needed. Now clearly, the last thing Staff wants to do is give the impression that were trying to force the Board to make a decision that it is not prepared to make at this Board meeting, but we're bringing this up because timing is becoming of the essence. Respectfully, Staff is raising this issue for discussion hoping direction can be provided in the March Meeting. That would still give us enough time to be able to figure how to budget. One of the things that I socialized with Chief Farber, and if it helps the Board in its decision-making process, Staff can bring a high level overview to the March Board meeting of two alternative scenarios. One which budgets for an external Fire Chief and one that does not. That way both budget scenarios can be compared side-by-side and then the impact or lack thereof the initiatives that SLT and Labor are working on can be seen and this may help make the decision or further the discussion. And so, that's basically what we wanted to accomplish tonight. We do not expect and we do not want the impression that were forcing the Board to make a decision, but we do need direction so we can pull together a meaningful preliminary budget in a timely manner.

Director House stated that he would like to see that comparison. He would like to see the financial comparison. Right now, my mind is made up but I want the Board to have the ability to look at financials and what it offers this District. I think that would be a great idea to bring that forward next month for review and look at it.

Finance Director Roger Wood said it would be very high level and I will show you one versus the other and put it into a meaningful presentation and we can discuss it further.

Chairman Cross said he would like to see three comparisons. One with a Chief and Assistant Chief, one with a new chief and a new Assistant Chief and just a new Chief

Finance Director Roger Wood agreed to do that.

Clerk Gehrt added that if we were to hire a Chief from the outside and an Assistant Chief, that would be the worst case scenario, correct?

Director Moeller added that we would have to throw in the budget the cost of going out and looking for one.

Finance Director Roger Wood stated that there will be search and testing costs included. I will highlight those in separate line items so we can see what's driving the differences and we can go from there.

Director Moeller asked if we budgeted $30,000 for the Fire Chief search?

Finance Director Roger Wood said that is what we had in the amended budget and we chose not to use that this year.

Chairman Cross asked if it was actually $30,000 or was a $20,000?

Finance Director Roger said it was $30,000 for the search. It might have been broken up into a couple of different elements, but the total was $30,000.

Clerk Gehrt said $30,000 sticks in his mind as well.

**Motion: N/A**

**10. Reports (BOD #2018-01-11)**

- SLT
- Labor
- Pension Board
- Board Sanctioned Committees

Fire Chief Report

Interim Fire Chief Mike Farber stated that we launched the Captains conference with A Shift and C Shift. We went over evaluations and how to properly do them. We had 2.5 to 3 hours of command training and tactics. Also we talked about report writing and NFRS (National Fire Reporting Service). We have B Shift on the 26th left. We will be doing this every quarter.

We had a new hire for Transportation Services. Paramedic Crystal Martin was hired on February 7.

Also on February 7 we had the State of The City Event. Mr. House and elected officials from around the city were there, along with our Board members. It was a chance to see what the city was doing, especially the School District and the Fire District. It was a well attended event and I got to meet a lot of people from the State level and also the local level.

Lastly, the data for Engine 263 pilot program updates are on the next slide. According to the ISO requirements (NFPA 1710), we are a medium risk community. What that means is we need two engines and a ladder truck in there in eight minutes or less and then our effective firefighting response force (ERF) of 16 to 17 firefighters. So basically, that would be your two engines and ladder. Right there is 12 people and the fourth would become 16 or the B C would be two more. That is what is recommended in eight minutes or less. What ISO rates us on is two engines and a ladder, they call that first alarm. In the Valley, three in one is a normal assignment. First alarm is quite a bit bigger.

We had two fires in January. As you can see on the first slide, (2175 W. Southern) Engine 263 was there in 4 minutes and 29 seconds. Engine 217 and 529 and Ladder 263 in 5 minutes 43 seconds and Engine 261 in 6 minutes 14 seconds. So right there is 16 people within less than 6 minutes. Battalion 202 was 7 minutes 9 seconds. Our Battalion Chief must have been coming off a call, was 10 minutes 57 seconds, but we had over 18 people so we exceeded our effective response force and hit the benchmark. We didn't do that at all last year. This was our first call out of the gate. Second call at 3400 S Ironwood, as you can see, we had five units there in 6 minutes 26 seconds or less.

We also had several more calls in February and we will give you that data next month, but we have been consistently getting four engines and a Battalion Chief there in 8 minutes or less. That is good news for our ISO rating in the near future, so that part is working very well. I am very proud of that.

Response times - processing time has stayed about the same. That's the time they get the call in dispatch and they are required to do it within a minute or less, and you can see that they exceeded the standards. In 2018, it has been averaging 45 seconds. In 2017 it was 48 seconds. Turnout times is the time we get notified at the station until we get our turnout gear on, we get on the truck and the truck starts moving. It was 50 seconds in 2017 and 55 seconds in 2018. Travel time was 5 minutes 18 seconds last year and this year is 5 minutes 1 second, so we shaved off 17 seconds District wide. That is 3%, and what it means is the units are staying in their own first due area, and that is what we had hoped to accomplish. This is for January 8 through the end of January. Also what you'll see is that in 2017 we had 803 calls and in 2018 we had 816 calls in the 1st month. The other thing that we were measuring is sick time. That went down over 55%. We were at 1296.5 hours in January, 2017 and we went down significantly in January 2018 based on having this extra unit.

If you have a chance to stop by the stations you'll notice that crews are happy. They are not getting beat up at Station 3, they are training more and it has been very encouraging. We will keep you updated every month with the progress of this unit and what that is doing for our overall District response.

Administrative Services Update

Acting Administrative Director Anna Butel stated that we have implemented Dragon speech recognition software for Human Resources and the Fire Chief. We do plan on expanding that to Transportation Services. They have shown some interest in wanting to give that a test and see how that works out. We authored and submitted an AFP Grant for a 2nd set of turnout gear. We are currently working on a Fire Prevention Safety Grant for a community risk reduction specialist. It's the same position that we accepted last year for the $105,000, so if we can get that again this next year that will be fantastic. And as Chief Farber had mentioned, we rolled out the evaluation process to A and C shifts. We have B shift on Monday and hopefully, in July, will be reporting on how that process went.

Operations

Acting Assistant Chief Richard Ochs said he will give the Board a quick update before his voice gives out. He wanted to share a few incidents that happened. Looking at the slides, this was a fire that we had on January 19 on S. Ironwood. Unfortunately, that was a total loss of that home but a lot of that can't be controlled just because of how they are designed.

Significant accidents - we've had a few in town in the last month. This one happened to be on February 1 and I highlighted that because it involved one of our own members that was able to walk away without injury. That was a good deal. We had a commercial fire in our local Burger King, and unfortunately, that closed that business for a few days until they could make the necessary repairs. The crews did very, very well in performance.

We had a horse rescue, which is unique. If you remember maybe 2 or 3 years ago now, we had a handful of our Technical Rescue Team members went and attended a special class in large animal rescue. One of the things they learned was the tricks of the trade on how to help an animal get back up on its feet when they are not able to do it on their own. The animal would've died if we didn't have some ability on how to help it. The crew members came in and actually utilized one of our ladder trucks and assisted that animal backup on its feet and now it's happy and healthy again today. The residents and homeowners were very, very happy. Next is a recent motorhome fire on N. Ocotillo that was our own C shift crew. There were just a few other significant events. I want to point out here is there were 2 working fires near station 3's first due area. East Montebello was one of them and one on 501 East Estevan. Both of those

home fires had very minimal damage, minimal loss. I would attribute that to the benefit of that extra Engine at Station 3 and the extra crew that is able to be on the scene in a timely manner.

February 9 there was a gas leak. It turned out to be from a soda fountain machine that had a CO2 leak there at the Circle K at Superstition and Meridian. And again, unfortunately that closed that business for just a short period of time while they were able to make repairs. A few persons had come down ill because of that leak, but all of them were able to refuse treatment and go home on their own.

You are aware of a few EMS stand-bys: Lost Dutchman Marathon last weekend, went very, very well, the Lost Dutchman Days Rodeo is coming up this weekend. That's an annual event that we provide medical support for and then the Renaissance Festival continues all the way through April 1, so that's going to be some busy work for us each weekend coming up.

Quarterly Training

The quarterly fire training is going to be the Wildland this go around. That's actually a very basic wildland class that is a refresher for our members just to keep them safe. The Technical Rescue Team is training in Tempe and Scottsdale this go around, which is a 9 week cycle. They are actually doing skills training in-house here and that is their 3rd training cycle in-house. Quarterly ladder training is at Chandler Regional. They are doing vehicle extrication. They have lots and lots of cars for them to cut up. This is great training for those crews. We have already mentioned that the Quarterly Captains training was our first. That's a big deal for us and there is just a few photos for us to share. That is Chief Farber on the left in front of the classroom. That's our crews on the right assigned to each one of their cubicles going through a simulation at that time. This was great training for everybody.

Transportation Services

More good news. It continues to be good news for transportation. Call volume has continued to increase. A total of 530 transports for January, and you can see it's a notable rise from the previous year. Very, very positive. We are very proud of that. We will continue to keep our eyes on that and add units and services as necessary. Eventually were going to replace that photo, which is 2 years old now and is the original transport.

Planning & Logistics Update

Acting Assistant Chief Richard Mooney updated the Board on Tina's recent activities, one being Desert Vistas kindergarten career day with the crew and apparatus, we had a Golden Vista RV Resort block party, and a first-aid demo and sidewalk ministry for children. We have the parade coming up this weekend and will have one of our engines and probably the ladder and an ambulance. Billy has volunteered to drive the ambulance in the parade. He's been doing that for the last couple of years. Now with the extra unit we're not going to have to pull anyone out of service. Station 3 will be covered and so will station 1. That's all good. I went ahead and scheduled some training on sexual harassment and hostile work environment. We haven't had any in-house training in probably over a decade. We went outside and looked at three different law firms. This was actually the best value and the lowest cost (Brodin HR Law Group). This is going to be tailored a little bit differently. Supervisors are going to have their own training session. And then the other employees, civilian and transportation and firefighters will have their own training session. Those sessions will be April 19th and 26th. That gives employees two different weeks to get it out of the way. That way, if they're off on vacation, they can catch the other day. This training will be mandatory for all employees.

Accounting Update

Finance Director Roger Wood stated Billy Warren and I resubmitted the general rate increase application to DHS on February 5th. If you remember last fall, we applied originally in the August timeframe. In the December time frame we were advised that we should consider withdrawing our initial application because we were just a little too soon in applying for that rate increase. That was the major feedback that we received. But we were also told at that meeting when they advised us to withdraw, to reapply on February 5th, and we did. So that is now back into the process. We received their first notification and they needed three additional items from us in the administrative review. Next we will go into the substantiative review where they ask very specific questions, if they have any. We will continue to process that with the hopes that they will approve our general rate increase in time for it to go into effect by July 1, which is our next fiscal year.

Also to give you an idea of some of the efforts going on behind the scenes that you don't see, as the Staff prepares for the budget season. On February 6th, I facilitated a capital replacement priorities meeting for in this room, the various people that manage and draw on the capital replacement fund for vehicles, apparatus IT equipment, medical equipment, all the things that we use the capital fund to purchase were present and we updated the capital replacement plan which was out of date by about a year. Then we refined it going forward. That will be built into the budget that we present to you for 18/19 and 19/20 as you see the budget in the forecast.

On the 13th, we held the budget managers kick off meeting and we talked about process and discussed the revenue that I shared with you earlier today, due to the increase in our NAV. In the background I am updating all the budget managers finances wage and benefit files. I do this based upon information from payroll and HR and that is behind the scenes and is a part of the process.

Labor

Captain John Walka gave a presentation to the Board regarding streamline and refine the Labor and Management process. We went to our neighbors, Phoenix Fire and Mesa as well, as far as what they do, and what works in the RBO process is one of those. You might ask what is RBO? This process is designed to enhance service delivery and address and mitigate organizational issues through the process of Labor Management. We've been doing Labor Management in this Organization for quite some time, but this provides a lot of structure to that. It varies from organization to organization and we adapt it to ours. It's a process that will identify and prioritize work for the Labor Management team and those committees. That resulting document will outline objectives and goals for the Fiscal Year. So we'll address this and have a meeting every year to identify these types of things.

Last month we were able to get about 30 - 40 people in the same room. This was open to all employees, and the intent was to, basically see what is important to everybody. What would they like Labor Management and these committees to work on for the next year. We started off with just some sticky notes.

We gave everybody about 5 of them and asked them to write on those sticky notes what they would like our organization to work on for the next year. We narrowed those down and prioritized them and those were made into RBO initiatives and quarterly objectives. We assigned committees to each of those and we further developed the committees. We assigned Labor Management co-chair's to each 1 of those committees for oversight.

4 initiatives were: Organizational Development, Capital Improvement, District Growth, and Health and Wellness. The next slide is a picture of all those sticky notes on the board. The next slide is an excerpt from the RBO document. One of the first things under the major objective under Organizational Development is develop and enhance an effective committee structure process. Each one is addressed each quarter and they have connectivity from each other so that all the knowledge and experience and data

collected from the first one will benefit you in the next quarter, and that will be the same committee. The second slide for that is District Growth and Annexation. The first objective there is to identify geographical areas of potential District growth and analyze a potential source for District funding. Initiative for Health and Wellness already has a standing committee for that one so we are just going to pass that initiative on to that group.

Why RBO committees? This whole process is committee driven. A lot of the issues we have, especially in our Organization, is we have a limited Management Staff. They're busy. They've got a lot of things going on. The committees will do all the work. It can be passed down to them and they can bring the things forward and present them. One thing that was really important that we identified, is that these things have to have Labor support and Management support. So you are going to have a co-chair, a member from SLT and a member from E-Board. You can see the structure of this on the next slide. After all the work is done, they will make a recommendation to the Fire Chief, and he approves it or asks for some changes and then he considers it.

Some of the benefits of RBO is, it provides structure and a plan, you got a group of people and more heads are better than one, shared responsibility, equitable distribution of workload, like I said, our Management team is incredibly busy. It allows for the appropriate amount of time, effort and focus on specific goals. It brings all employees into the Labor Management process. There's a lot of people in this organization that would like to be involved, but there's not a way to do it. This allows anybody to join one of these committees. It also develops a little bit of pride and ownership in the product and the Organization and increases organizational pride. That's all I have, thank you.

Interim Fire Chief Mike Farber thanked Captain John Walka and Labor. It was a great collaborative effort and it was nice to see 40 people that were really committed to the Organization. The other thing that I forgot to mention is I want to thank Lauren Daniel and Anna who did the slides for me that made me look good regarding the pilot program. I stole their thunder and I apologize. She has been putting the data together and I just get to talk about it.

Pension Board

Clerk Gehrt stated nothing to report for the Pension Board.

**11. Discussion and possible action regarding Governing Boards legal counsel services. (BOD #2018-02-N/A)**

Interim Fire Chief Mike Farber stated that we brought this to the agenda for the Board's discussion regarding legal matters. We had some discussion last month regarding legal services and we wanted to get direction and further discussion.

Director House stated that due to complications with the Chief, the RFP process is not really the best way to go. It doesn't sound like anybody in the Fire Districts do that, only one, and they kind of got forced into doing that. Rather than going down the RFP process, I think that we as the Board, can give direction at any time. Legal counsel is at-will, and so if we choose to, we can at any time, change legal counsel at the District. If there is no other discussion I do have a Motion going forward, Mr. Chairman.

Chairman Cross asked for any other discussion. There was no other discussion.

Director House said before he makes the Motion he would like to thank Donna Aversa for being our legal counsel for over 20 years and also a good friend of mine, but in the event of what's been going on in this

Fire District over the last 6 months or so, a new Fire Chief and Senior Leadership team, it is my position that we take this Fire District in a new direction and I think one of those things would be getting new legal counsel. So, that being said, I would like to make a Motion to direct the Fire Chief to contact Bill Whittington for the Boards legal services going forward starting in March. If he is not available, then I give the Fire Chief discretion to hire whom he sees fit or see who else is available for legal counsel for the District.

**Motion** to direct the Fire Chief to contact Bill Whittington for the Boards legal services going forward starting in March. If he is not available, then I give the Fire Chief discretion to hire whom he sees fit or see who else is available for legal counsel for the District.

**Seconded by** Director Strand.

A roll call vote was taken:

Chairman Cross – NAY

Clerk Gehrt – NAY

Director House – AYE

Director Moeller – AYE

Director Strand - AYE

**Vote** 3 Ayes and 2 Nays. **MOTION PASSED.**

Director House would like to direct the Fire Chief to get a small token of our appreciation for all the 20 plus years of service that Donna Aversa has served for us. I would like to get her something for all her time and effort that she put into this organization.

Legal Counsel Donna Aversa stated to Director House that is not necessary. It has been my privilege to serve this District. Is it my understanding, Mr. Chairman and Board Members that you have just fired me?

Director House said yeah, were going to go through a different legal counsel.

Clerk Gehrt said that we didn't have an opportunity to discuss this.

Director House said I did ask for any other discussion.

Clerk Gehrt said but that was before your Motion and I didn't know what your Motion was going to be. You made the Motion and we voted but why are we doing this? I might vote yes, but right now I don't know why we're doing this.

Director House: as I said in lieu of having a new Fire Chief and in lieu of having an all new Senior leadership team, I think it's good to start with a new house and start with a whole new effective group and I think it's a good time to move on with all new legal services. That was my comments I made for going forward.

Clerk Gehrt said my comments are "why fix it if it isn't broke? If it's broke, let's talk about it "

Director Strand said it's too late to do that, we've already voted.

Clerk Gehrt said we kind of did this half backwards.

Director House said no Sir, she's an at-will employee and she's made that clear many times. I asked the Chairman if there was any more discussion, I made a motion, the motion was seconded and the Chairman passed the vote before discussion.

Legal Counsel Donna Aversa said "in that case, Mr. Chairman, may I be excused?"

Chairman Cross said "Yes".

Legal Counsel Donna Aversa said Thank-you. It has been my privilege to serve this District. The District already has copies of everything that I have been working on, so, there are essentially no files to turn over. I will be happy to assist the Staff in any transition. Thank you for the opportunity for 20 years of service. It is much appreciated. Ms. Aversa exited the Boardroom.

**12. Executive Session for discussing the Interim Fire Chief's evaluation. The Board may vote to go into executive session pursuant to ARS 38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the District (BOD #2018-02-11)**

Director House stated we can go into executive session without legal counsel.

Chairman Cross stated no, we can't, only for legal advice.

Director House asked if handling employee information would be allowed? It's for legal advice AND personnel issues.

Chairman Cross said no. We will move on to agenda item 13.

The executive session was removed from the Agenda.

**13. New Business / Future Agenda Items (BOD #2018-02-12)**

Chairman Cross added a future agenda item. If Bill Whittington says no, I believe we should have on the next Board agenda, of what we want to do moving forward. Since this lawyer works for the Board, I think the Board should have input in that as well.

Interim Fire Chief Farber said depending on Mr. Whittington's ability or desire, do you want me to establish a list of other possibilities to bring to the Board?

The Board agreed that would be good.

Director Moeller wanted to go back to Agenda item number 9 and asked Finance Director Roger Wood if he could plug into his comparison, what it would cost, if we didn't hire a new Chief, and with the savings of $230,000, how many other people could be hired with that savings?

Finance Director Roger Wood said that yes, he could do that.

**14. Announcements (BOD #2018-02-N/A)**

Director Strand wanted to take a moment to publicly thank Chief Mooney for saving his life about 2 weeks ago when he was feeling very poorly. He sent a message to me to please call 9-1-1 right now, which I did. These guys were nice enough to give me a free ride in their nice Ambulance and took me to the hospital. They told me your blood sugar is supposed to read about 100, and mine read 500. The A/C1 is

supposed to be about 5 or a 4, and mine was 14. If I would've sat there another day, I'd be a dead man, and I knew it.. So, thank you for that. It's been a learning process doing all that. It was much appreciated and thank you especially to Billy for giving me a free ride.

**15. Adjourn (BOD #2018-02-13)**

**Motion** by Director House at 6:22 PM to adjourn the meeting. **Seconded** Director Moeller.

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

**Governing Board Approval:**

Gene Gehrt, Board Clerk

*Sherry Mueller*

# Superstition Fire & Medical District

## Governing Board Meeting

*Wednesday, February 21, 2018*
*5:30 pm*

## Agenda Item #1

*BOD # 2018-02-01*

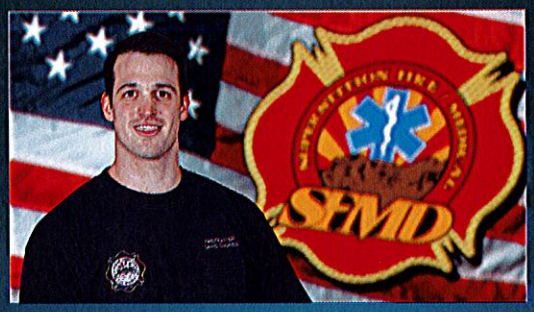
Review and approval of the January, 2018 financial reports and bank reconciliations.

## Agenda Item #2

*BOD # 2018-02-02*

Recognition of employee performance, achievements, and special recognition for community members.

## 5 Years of Service



Firefighter / Paramedic Dave Endres

## 5 Years of Service

Firefighter Monte Fuller

## 5 Years of Service

Firefighter / Paramedic Chris Furgeson

## 5 Years of Service

Firefighter Anthony Martinez

28 Years of Service

Fire Captain/Paramedic
Paul Perkins

18 Years of Service

Fire Captain / Paramedic
Carlos Rivera

18 Years of Service

Acting Administrative Director
Anna Butel

9 Years of Service

Fleet Supervisor
Vaughn Croshaw

2 Years of Service

EMS Coordinator
Eileen Blackstone

Human Resources Generalist
Sherry Mueller

## Agenda Item #3

*BOD # 2018-02-n/a*

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 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.

## Agenda Item #4

*BOD # 2018-02-03*

Consideration and possible approval of all consent agenda items listed below.

A. Board Meeting Minutes from January 17, 2018

B. Purchase Replacement MCTs and Docking Stations

C. Renewal of contract for property and casualty insurance service

## Agenda Item #5

*BOD #2018-05-04*

Discussion of the Fiscal Year 2018/2019 Tax Abstract for Pinal and Maricopa counties, and its impact on the development of the Fiscal year 2018/2019 Revenue Budget.

## Agenda Item #6

*BOD # 2018-02-05*

Discussion and possible approval of the Procurement Policy brought for review at the January 17, 2018 Board Meeting (BOD #2018-01-05) for final approval at the February 21, 2018 Board Meeting.

## Agenda Item #7

*BOD #2018-02-06*

Discussion and possible approval 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.

## Agenda Item #8

*BOD #2018-02-07*

Discussion and presentation of Policy 100.01: Fair Employment / Anti-Discrimination / Retaliation brought for review at the February 21, 2018 Board Meeting for final approval at the March 21, 2018 Board Meeting.

## Agenda Item #9

*BOD #2018-02-08*

Discussion and possible direction regarding the vacated Fire Chief position, and its implications on FY2018/2019 budget.

## Agenda Item #10

*BOD #2018-02-09*

Reports

- SLT
- Labor
- Pension Board
- Board Sanctioned Committees

# Fire Chief Report

- Captain's Conference – launching of the evaluation program
- New Hire for Transportation Services – Paramedic Crystal Martin on 2/7
- State of the City event on 2/7
- Data for Engine 263's pilot program – Update

# January 2018 Working Fire Response

- ISO/NFPA 1710 (Medium Risk Community)
- 2 Engines and 1 Ladder in 8 minutes or less
- Effective Response Force is 16-17 Firefighters on the fire ground

# January Building Fires

| 2175 W. Southern | | | 3400 S. Ironwood | | |
|---|---|---|---|---|---|
| Unit | Travel Time | 8 Minutes or Less | Unit | Travel Time | 8 Minutes or Less |
| E263 | 4:29 | ✓ | E217 | 4:39 | ✓ |
| E217 | 5:29 | ✓ | E263 | 4:41 | ✓ |
| E263 | 5:43 | ✓ | B261 | 5:44 | ✓ |
| E261 | 6:14 | ✓ | E261 | 6:24 | ✓ |
| B202 | 7:09 | ✓ | E219 | 6:25 | ✓ |
| B261 | 10:57 | | E263 | 6:26 | ✓ |

# Response Times with Additional Unit

# Administrative Services Update

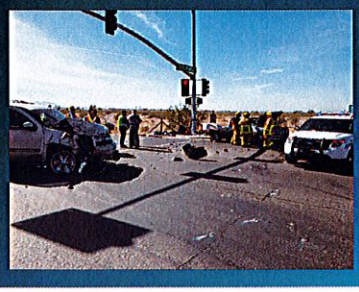
- Implemented Dragon Speech Recognition Software for HR, Fire Chief, and plan to expand to Transportation Services
- Authored and Submitted an AFG grant for a 2nd Set of Turnout Gear
- Currently working on a Fire Prevention & Safety grant to fund the Community Risk Reduction Specialist position again
- Rolled out the new Evaluation Process to A and C shifts as part of the Captains Conference (B Shift on 2/26)

# Operations – Significant Incidents

3400 S. Ironwood – January 19th

# Operations

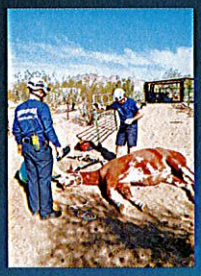
Ironwood & Baseline MVA
February 1st



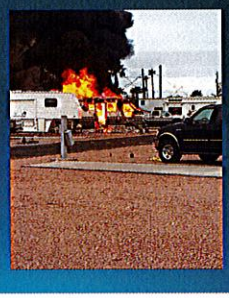
Commercial STRU – 530 W. Apache
February 4th

# Operations

Horse Rescue
February 10th



Motor Home Fire 310 N. Ocotillo
February 16th



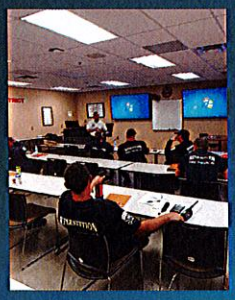
# Operations

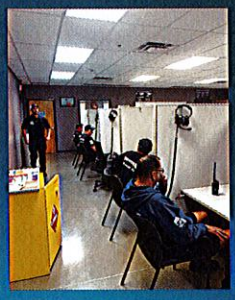
- Other Significant Incidents:
  - February 5th – STRU at 699 E. Montebello
  - February 9th – GAS2N1 3185 W. Superstition – CO2 Leak
  - February 18th – STRU at 501E. Estevan
- Public Events / EMS Standby:
  - February 18th Lost Dutchman Marathon
  - February 22 – 25 Lost Dutchman Days/ Rodeo
  - February 10 – April 1st Renaissance Festival

# Operations

- Training:
  - Quarterly Fire - Wildland RT-130
  - TRT – Team Base Pick-Off at Tempe, Steep angle at Scottsdale, Skills Training In-House
  - Quarterly Ladder: Extrication at Chandler Regional Training Center
  - Quarterly Captains Training

# Operations





# Transport Services

## Planning & Logistics Update

- Community Risk Reduction:
  - Month (400) 6th Grade Students learned hands-only CPR in recognition of February as American Heart Health Month
- 2/1/18 – DVES Kindergarten Career Day with the Crews and Apparatus
- 2/6/18 – Golden Vista RV Resort Block Party
- 2/17/18 – First Aid Demonstration with Sidewalk Ministry Children
- 2/24/18 – Lead Lost Dutchman Days Parade

## Planning & Logistics

- Sexual Harassment / Hostile Work Environment Training will be conducted for all personnel.
  - Brodin HR Law will be doing the training at the RTC on:
    - Thursday, April 19th
    - Thursday, April 26th

## Accounting Update

- 2/5/18 – Billy Warren and I resubmitted the General Rate Increase application to DHS
- 2/6/18 – Facilitated the Capital Replacement Priorities meeting
- 2/13/18 – Held Budget Manager's FY1819 Budget Kickoff Meeting
- Updating all Budget Managers and Finance's Wages and Benefits files for Fiscal Year 2018/19 Budget Development

## Labor Update

## Superstition Fire & Medical Relationship By Objective

SUPERSTITION SFMD FIRE / MEDICAL

## What is Relationship By Objective

- A process that is designed to enhance service delivery and address/mitigate organization related issues, through the process of Labor/Management.
- RBO's use varies from organization to organization.
- A process that will identify and prioritize work for the L/M team and committees.
- Resulting in a document outlining L/M objectives and goals, for the fiscal year.

# RBO Meeting

- Identified organizational priorities, though a collaborative effort of the group.
- Narrowed down and categorizes priorities.
- Formed RBO initiatives and quarterly objectives.
- Assigned RBO committee co-chairs.
- Further develop the committees.

# RBO Initiatives

- Organizational Development
- Capital Improvement
- District Growth
- Health and Wellness

**Initiative 1: Organizational development**

Co-Chairs: Ochs, Ledbetter Members: Crammer, Williamson, Rutledge, Butel, Montgomery

| Major Objective | Area of Responsibility | Date of Completition |
|---|---|---|
| 1A. Develop and enhance an effective committee structure and process. | Logistics/Planning | 02/28/2018 |
| 1B. Analyze and plan for sustainable workforce professional development. | Logistics/Planning | 06/31/2018 |
| 1C. Analyze and develop a plan to improve employee retention and recruitment. | Logistics/Planning | 06/31/2018 |
| 1D. Assess and enhance District suppression and medical training. | Operations | 11/30/2018 |

**Initiative 2: Capital Improvement**

Co-Chairs: Mooney, Leggett Members: Wood, Farber, Christensen, Furgeson

| Major Objective | Area of Responsibility | Date of Completition |
|---|---|---|
| 2A. Identify current and future District facility needs. | Logistics/Planning | 02/28/2018 |
| 2B. Develop a plan to improve District facilities. | Operations | 06/31/2018 |
| 2C. Implement a sustainable plan for facility maintenance and repair. | Logistics/Planning | 06/31/2018 |
| 2D. Analyze and improve the Capital Replacement schedule and provide connectivity to the annual budget. | Operations | 11/30/2018 |

**Initiative 3: District Growth and Annexation**

Co-Chairs: Farber, Walks Members: Williamson, Costello, Perez, Tryon, Christensen

| Major Objective | Area of Responsibility | Date of Completition |
|---|---|---|
| 3A. Identify geographical areas of potential District growth. Analyze potential sources of fire district funding | Logistics/Planning | 02/28/2018 |
| 3B. Develop a process and allocate resources to support District growth, annexation, and funding. | Logistics/Planning | 06/31/2018 |
| 3C. Develop a plan to approach and educate communities enabling growth and annexation. | Logistics/Planning | 06/31/2018 |
| 3D. * Approach communities. | | |

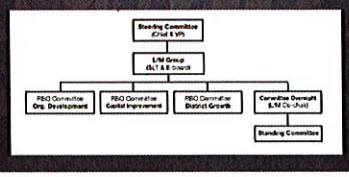
**Initiative 4: Member Health and Wellness**

Oversight: L/M committee Members: HEALTH AND WELLNESS COMMITTEE

| Major Objective | Area of Responsibility | Date of Completition |
|---|---|---|
| 4A. Analyze the health and readiness of our members through safety and wellness education, injury prevention, fitness and nutrition. | Human Relations | 02/28/2018 |
| 4B. Implement and manage comprehensive programs for the health and readiness of our members. | Logistics/Planning | 06/31/2018 |
| 4C. Evaluate and implement new hire physicals and annual physicals for all District employees. | Logistics/Planning | 06/31/2018 |
| 4D. Identify a support and wellness plan for members with long term injury or illness. | Logistics/Planning | 11/30/2018 |

# RBO Committees

- Committee driven.
- Compromised of members of labor and management, with oversight by a co-chair. (SLT and Labor Rep).
- Developed for each initiative, ensuring each of the identified objectives are carried out.
- Labor intensive- carrying out the work of researching and developing a plan.
- Will not operate "in a bubble", fostering organizational buy-in and support for the work being performed.
- Make recommendations to the Fire Chief for his approval and determination.




# Benefits of RBO

- Provides structure and a plan.
- Group think.
- Shared responsibility.
- Equitable distribution of work load.
- Allows for the appropriate amount of time, effort, and focus on specific goals.
- Brings the all employees into the formal Labor/Management process.
- Develops a sense of pride and ownership in the product and the organization.
- Organizational buy-in

Thank you

## Agenda Item #11

*BOD #2018-02-10*

Discussion regarding the Governing Board's legal counsel services.

## Agenda Item #12

*BOD #2018-02-11*

Executive Session for discussing the Interim Fire Chief's evaluation. The Board may vote to go into executive session pursuant to ARS 38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the District.

NOTE: Executive Sessions are confidential pursuant to ARS 38-431.03(C)

NOTE: Legal action involving a final vote or decision shall not be taken at an executive session.

## Agenda Item #13

*BOD #2018-02-12*

New Business / Future Agenda Items.

## Agenda Item #14

*BOD #2018-02-n/a*

Announcements

## Agenda Item #15

*BOD 2018-02-13*

Adjourn