



Superstition Fire & Medical District

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Governing Board Meeting Minutes May 16, 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, MAY 16, 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.

A. Call to Order

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

B. Pledge of Allegiance

Pledge of Allegiance was led by Clerk Gehrt.

C. Roll Call

Chairman Todd House, Clerk Gene Gehrt, Director Jeff Cross, Director Jason Moeller, and Director Larry Strand was present.

Senior Leadership Team in attendance were 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 William Whittington and Board Secretary Sherry Mueller were also present for the meeting.

1. Review and approval of April 2018 financial reports and bank reconciliations. (BOD #2018-05-01)

Motion by Clerk Gehrt to approve the April 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 #2018-05-02)

Employee Service Anniversaries were recognized: 16 years of service for Firefighter Paul Garcia, Fire Engineer Robert VandeKrol and Firefighter/Paramedic Stephan Wagner. Also recognized for 2 years of service was EMT Kevin Montgomery.

3. Call to the Public. (BOD #2018-05-N/A)

N/A

4. Consideration and possible approval of all consent agenda items listed below: (BOD #2018-05 – 03)

- A. Board Meeting Minutes from April 18, 2018
- B. Executive Session Meeting Minutes from April 18, 2018
- C. United Healthcare Confirmation Letter for FY 2018/2019
- D. Principal Financial Group Dental Renewal Letter for FY 2018/2019
- E. Vision Services Plan (VSP) for FY 2018/2019
- F. Aetna Employee Assistance Program (EAP) Renewal for FY 2018/2019
- G. KRONOS Agreement (Telestaff Software)

Motion by Director Strand to approve all consent agenda items. **Seconded** by Director Moeller.

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

5. Discussion and possible approval of Policy 100.02: Immigration Reform Control Act brought forth for review at the April 18, 2018 Board Meeting for final approval at the May 16, 2018 Board Meeting. (BOD #2018-05-04)

Motion by Director Moeller to approve Policy 100.02: Immigration Reform Control Act. **Seconded** by Director Cross.

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

6. Discussion and possible approval of Policy 100.03: Loyalty Oath brought for review at the April 18, 2018 Board Meeting for final approval at the May 16, 2018 Board Meeting. (BOD #2018-05-05)

Motion by Director Cross to approve Policy 100.03: Loyalty Oath. **Seconded** by Director Strand and Clerk Gehrt.

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

7. Discussion and review of Policy 102.24: Harassment and Discrimination brought for review at the May 16, 2018 Board Meeting for final approval at the June 20, 2018 Board Meeting. (BOD #2018-05-06)

Director Cross recommended that this policy be reviewed by our attorney (William Whittington).

No Motion.

8. Discussion and possible approval of Resolution #2018-05-16-04: Call for Election (BOD #2018-05-07)

This is a housekeeping item needed for the upcoming election this year on November 6, 2018.

Motion by Director Strand to approve Resolution #2018-05-16-04: Call for Election. **Seconded** by Director Cross.

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

9. Discussion and possible approval of Resolution #2018-05-16-05: Election Workers (BOD #2018-05-08)

This is a housekeeping item needed for the upcoming election this year on November 6, 2018.

Motion by Director Cross to approve Resolution #2018-05-16-05: Election Workers. **Seconded** by Director Strand.

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

10. Discussion and possible approval of Resolution #2018-05-16-06: Precincts and Polling Places (BOD #2018-05-09)

This is a housekeeping item needed for the upcoming election this year on November 6, 2018.

Motion by Director Strand to approve Resolution #2018-05-16-06: Precincts and Polling Places. **Seconded** by Director Moeller.

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

11. Discussion, consideration, and possible action regarding the development of the Fiscal Year 2018/2019 Revenue and Expenditure Budget and adoption of Resolution 2018-05-16-07. (BOD #2018-05-10)

Chief Mike Farber was proud to present the tentative budget for Fiscal Year 2018/2019. This budget was a culmination of the Senior Leadership Team, Budget Managers and the Labor Management Team. One of the main items we wanted to accomplish this year is to give a 3% wage increase to ALL Employees effective July 1, 2018. This increase is comprised of a 2% COLA (Cost of Living Adjustment) and a 1% wage adjustment.

If we receive the SAFER Grant, we will hire 7 new employees to staff Station 263 to reduce overtime in the future.

Increased training was a major commitment. We are working to have a culture that is positive, productive, professional and personable.

Benefit dollars will remain the same. We are switching from Blue Cross Blue Shield medical insurance over to United Healthcare medical insurance for Fiscal Year 2018/2019.

Finance Director Roger Wood talked about the 100 (M&O) Fund and the 150 (Transport) Fund. We are assuming a 3% increase in the Transport volume.

We do not have any change in the gross billing rates. We are still working on the general rate increase with DHS. It will most likely be around the fall of 2018 before we know for sure what is happening with the general rate increase.

Current staffing levels will remain the same. 3% (2% COLA and 1% wage adjustment) wage increase that Chief Farber spoke about previously will be for all employees including Transportation Services and all civilians.

Mountain Vista Hospital will no longer be providing free prescription medicines to us for our runs to the hospital. We will have to pick up that expense and we have budgeted for it.

The 200 Fund (Capital Replacement Fund) has very little change from last month. The beginning cash balance is estimated at \$1,123,000.00. Assuming that the Board approves the \$0.25 Special Assessment in the Tentative Budget, that would bring in an additional \$994,000 in FY 2018/2019. We have planned purchases of \$1,700,000. We will end FY 2018/2019 with \$402,000

Finance Director Roger Wood briefly described the list of planned purchases to the Board Members.

The 400 Fund (Special Revenue) is where we captured most of our Grant activity and donations. We have budgeted for the AFG Grant for the second set of turnouts.

The 500 Fund and the 600 Fund is where we capture the special assessment revenues to pay off our 2006 GADA Bond principal debt and GADA Bond interest debt.

Motion by Clerk Gehrt to adopt Resolution 2018-05-16-07 adopting a tentative budget in the amount of \$21,491,658.44 for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and giving notice to the public of the tentative budget, as well as a time and place for a public meeting to hear comments prior to final adoption of the budget as required by law.

Seconded by Director Moeller.

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

12. Discussion, consideration and possible action regarding refinancing the District's 2006 GADA Bond and the approval Resolution 2018-05-16-08. (BOD #2018-05-11)

Finance Director Roger Wood discussed a new loan agreement for the District to pay off the 2006 GADA Bond loan debt at a lower interest rate, therefore, saving the District money. Due to the age of the Bond, there is no longer a pre-payment penalty. Interest rates are favorable and we're moving as fast as we can. We are hoping to bring a new loan agreement to the Board for consideration in the July/August Board Meeting. We are working with Greenberg Traurig (the law firm that represented the District when we issued the original Bond), and Stifel, (the negotiating firm who is putting us together with the lender).

Chief Farber and Finance Director Roger Wood will work together to get the best deal on fixed interest rates for the District. The Board has the ultimate authority and if the Board does not agree to the terms, there will be no cost to the District.

The current minimum estimated savings is \$407,000.

Motion by Clerk Gehrt to approve the 2006 GADA Bond Refinance Resolution 2018-05-16-08, the Refinance Placement Agent Agreement, and the Written Policies and Procedures for Tax- Advantaged Obligations. **Seconded** by Director Strand.

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

13. Reports (BOD #2018-05-12)

- Senior Leadership Team
- Labor
- Pension Board
- Board Sanctioned Committees

Senior Leadership Reports

Fire Chief Update

Chief Mike Farber

- Captains Conference
 - Chief Ruiz – Captain Expectations
- Apache Junction Food Bank - Postal Drive
- Balanced Budget!
- Additional Unit Report
- Recent Fires
- Sick Leave decreased by 28%

Operations

Acting Assistant Chief Richard Mooney

- Review of current Training (Wildland, EMS, Ladder Training, Swift Water)
- Review of April Responses
- Review of Working Fire Incidents during April
- Wildland Response Update – Tinder Fire, Pinery Fire

Planning & Logistics Update

Acting Assistant Chief Richard Ochs

- April Pool's Day – April 28th
 - Pipes & Drums
 - 450 Persons Attended
 - Water Safety Information
 - Demos (CPR, FD Apparatus, AEV)
 - Swim Lessons
 - Child ID Clinic
 - Lunch
- May 3rd – Pinal County Piece Officer Memorial
- May 3rd – FEMA Grant Supply Distribution & Safety Presentation at Lamplighter MPH
- May 17th – Desert Vista Elementary School Water Day
- May 22nd – Captain Testing (Written Exam)

Administrative Services Update

Acting Administrative Director Anna Butel

- Verizon – Gold Canyon Coverage & Preemption
- NFIRS Changes
- Open Enrollment
- Electronic Sign up for Benefits – *Ease Central Opens May 23, 2018* – link will be sent out by our Broker (Crest – Formerly Benefits Logic)
 - Electronic sign up **Closes – June 8, 2018 at 10:00 a.m.**

OPEN ENROLLMENT DATES:

C – Shift Monday, June 4, 2018

A – Shift Wednesday, June 6, 2018

B – Shift Thursday, June 7, 2018

Fire Chief Mike Farber took a moment to thank his staff for picking up all the extra work due to the vacant administrative position that he did not replace. Chief Farber also wanted to thank the Board Members for selecting him as the permanent Fire Chief.

Labor Report

No report given

Pension Board

No report given

Board Sanctioned Committees

No report given

14. New Business / Future Agenda Items (BOD #2018-05-13)

The Chamber of Commerce Firefighter of the Year Award Dinner has been changed to May 24, 2018 and has been moved to Roadhaven Resort located at 1000 S. Idaho Road, Apache Junction, AZ 85119.

15. Announcements (BOD 2018-05-N/A)

N/A

16. Adjourn (BOD #2018-05-14)

Motion by Director Strand at 6:32 p.m. 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, May 16, 2018
 5:30 pm




Agenda Item #1

BOD # 2018-05-01


Review and approval of the April 2018 financial reports and bank reconciliations.




Agenda Item #2

BOD # 2018-MM-02


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




16 Years of Service




Firefighter
Paul Garcia




Engineer
Robert VandeKrol




Firefighter/Paramedic
Stephan Wagner



2 Years of Service



EMT Kevin Montgomery




Agenda Item #3

BOD # 2018-05-n/a

Call to the Public

A.R.S. §38-431.01(1) 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 # 2018-05-03

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

- a. Board Meeting Minutes from April 18, 2018
- b. Executive Session Meeting Minutes from April 18, 2018
- c. United Healthcare Confirmation Letter for FY 18/19
- d. Principal Financial Group Dental Renewal Letter for FY 18/19
- e. Vision Services Plan (VSP) for FY 18/19
- f. Aetna Employee Assistance Program (EAP) Renewal
- g. KRONOS Agreement (TeleStaff)



Agenda Item #5

BOD # 2018-05-04

Discussion and possible approval of Policy 100.02: Immigration Reform Control Act brought for review at the April 18, 2018 Board Meeting for final approval at the May 16, 2018 Board Meeting.



Agenda Item #6

BOD # 2018-05-05

Discussion and possible approval of Policy 100.03: Loyalty Oath brought for review at the April 18, 2018 Board Meeting for final approval at the May 16, 2018 Board Meeting.



Agenda Item #7

BOD # 2018-05-06

Discussion and review of Policy 102.24: Harassment and Discrimination brought for review at the May 16, 2018 Board Meeting for final approval at the June 20, 2018 Board Meeting.



Agenda Item 8

BOD #2018-05-07

Discussion and possible approval of Resolution 2018-05-16-04: Call for Election



Agenda Item 9

BOD #2018-05-08

Discussion and possible approval of Resolution 2018-05-16-05: Election Workers



Agenda Item 10

BOD #2018-05-09

Discussion and possible approval of Resolution 2018-05-16-06: Precincts and Polling Places



Agenda Item 11

BOD #2018-05-10

Discussion, consideration, and possible action regarding the development of the Fiscal Year 2018/2019 Tentative Revenue and Expenditure Budget, and adoption of Resolution 2018-05-16-07



Agenda Item 11

BOD #2018-05-10

Fiscal Year 2018/2019 Budget Development

1. Senior Leadership Team

Farber, Mooney, Ochs, Butel, Wood

2. Budget Managers

Broman, Cramer, Croshaw, Gerola, Gomez, Warren, White

3. Labor Management Team

Walka, Leggett, Williamson, Tryon, Ledbetter



Agenda Item 11

BOD #2018-05-10

General (100) Fund – Major initiatives included:

1. Across the board wage increase of 3% effective 7/1/18 (2% COLA, 1% wage adjustment)
2. SAFER Grant – 7 new hires / District's match is 35% of wages and benefits for years 1 & 2, 65% for year 3.
3. Staffing for S263 second engine - \$170k in shift overtime.
4. Increased training commitment – Quarterly Captain's conference, etc.
5. Deputy Chief position funded contingent on SAFER Grant.
6. Community Risk Reduction grant renewal.
7. Benefit Dollars remain unchanged. United Healthcare is the provider of the District's fully funded medical insurance plan for FY18/19.
8. Financial Reserve: \$1,300,495 (9.76% of property tax revenue)



Agenda Item 11

BOD #2018-05-10

Transport (150) Fund.

1. Assuming +3.0% in transports.
2. ALS / BLS transport mix has been corrected.
3. No change to billing rates.
4. Staffing remains the same as current levels.
5. Across the board wage increase of 3% effective 7/1/2018 (2% COLA, 1% wage adjustment)
6. Benefit Dollars remain unchanged. United Healthcare is the provider of the District's fully funded medical insurance plan for FY18/19.
7. Drug costs previously provided by Mountain Vista have been fully included.



Agenda Item 11

BOD #2018-05-10

Capital Replacement (200) Fund.

FY2018 / 2019 Special Assessment: \$0.25

Beginning Cash Balance (Projected)	\$1,123,443
Estimated Tax Override Revenue	\$ 994,654
Investment Income (Estimated)	\$ 4,000
Planned Purchases	\$1,700,188*
Ending Cash Balance (Estimated)	\$ 402,746

* Includes \$720,000 for paying cash for new pumper truck and associated equipment




Agenda Item 11

BOD #2018-05-10

Capital (200) Fund
Planned Purchases

Pumper	\$	720,000
Pumper Lease	\$	86,098
Tender	\$	42,256
Ambos	\$	175,148
Type 6 Wildland	\$	80,000
Staff Vehicle Contingency	\$	100,000
Gator	\$	25,000
Scott Air Packs	\$	75,000
Thermal Imaging Camera	\$	10,350
2nd Set of Turnouts	\$	150,000
A/C Unit Replacements	\$	22,500
Heart Monitor	\$	42,500
e-PCR Tablets	\$	25,000
Exchange Server Software	\$	21,450
Lexipol HR Software	\$	15,163
G2	\$	60,000
Portable Radios	\$	48,000
TOPAZ	\$	16,886
Total Planned Purchases	\$	1,715,351




Agenda Item 11

BOD #2018-05-10

Special Revenue (400) Fund

- AFG Grant for 2nd set of turnouts - \$288,405
 - Federal Share: \$262,187
 - District Share: \$ 26,218



Agenda Item 11

BOD #2018-05-10


FY2018 / 2019 Special Assessment: \$0.18

Bond Debt Principal (500) Fund

Estimated Beginning Balance:	\$118,617
Estimated Tax Revenue:	\$461,934
Debt Principal Expense:	\$485,099

Bond Debt Interest (600) Fund

Estimated Beginning Balance:	\$115,714
Estimated Tax Revenue:	\$254,364
Debt Principal Expense:	\$267,750




Agenda Item 11

BOD #2018-05-10

Fiscal Year 2018 / 2019 Tentative Budget


FUND	2018 / 2019 Tentative Budget
General Operating (M&O)	\$ 15,187,844.67
Transport Services	\$ 2,878,337.00
Capital Projects	\$ 2,082,742.59
Special Revenue	\$ 590,606.00
Debt Retirement Principal	\$ 681,260.87
Debt Retirement Interest	\$ 370,878.61
Total	\$21,491,668.44



Agenda Item 12

BOD #2018-05-11


Discussion, consideration and possible action regarding refinancing the District's 2006 GADA Bond and the approval of Resolution 2018-05-16-08



Agenda Item 12

BOD #2018-05-11

The District's 2006 GADA Bond no longer contains prepayment penalties, and favorable interest rates have created an opportunity to refinance the remaining bond principal resulting in significant interest savings projected to be at least \$425K plus after all fees. The goal is to bring a Loan Repayment Agreement to the Board at the July or August Board meeting. The District is being represented by Greenburg & Traurig who was the law firm of record for the District when the original GADA bond was issued in 2006.



Agenda Item 12

BOD #2018-05-11

1. 2006 GADA Bond Refinance Resolution 2018-05-16-08.

Defines the authority the Board in giving to the Fire Chief and Finance Director to negotiate the Loan Repayment Agreement. Each 0.1% increase in interest rates lowers the possible interest savings by approximately \$25,000. To provide some leeway, the minimum net present value of savings has been set at \$425,000. Anything less means the Board will need to reauthorize or rescind the Fire Chief's and Finance Director's authority. Ultimate authority remains with the Board who must approved the final Loan Repayment Agreement.



Agenda Item 12

BOD #2018-05-11

2. Refinance Placement Agent Agreement.

Agreement between the District and Stifel for negotiation and placement of the Loan Repayment Agreement.

3. Written Policies and Procedures for Tax-Advantaged Obligations.

Defines District responsibilities to maintain compliance with federal tax requirements applicable to tax-advantaged obligations of the Loan Repayment Agreement.



Agenda Item 13

BOD # 2018 05 12

Reports

- Senior Leadership Team
- Labor
- Pension Board
- Board Sanctioned Committees



Fire Chief Report

- Captains Conference
 - Chief Ruiz – Captain Expectations
- Apache Junction Food Bank - Postal Drive
- Balanced Budget!
- SAFER Grant Submitted 4/26/2018
- Additional Unit Report



Travel Times with Additional Unit



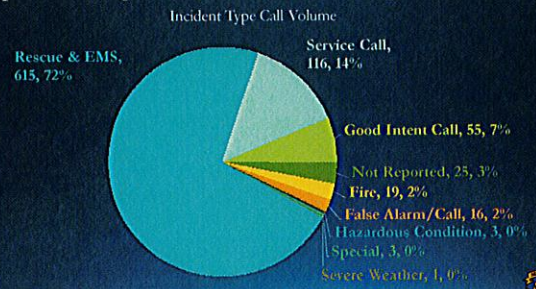
April Fires – Impact of E263

April 5, 2018 – 1760 W 10 th Ave			April 9, 2018 – 3695 E Apache Trail		
Unit	Travel Time	<8 Minutes	Unit	Travel Time	<8 Minutes
M261	3:15	√	E263	4:34	√
E261	6:16	√	B261	6:11	√
E262	7:08	√	E261	6:12	√
E263	7:29	√	E262	6:50	√
B202	11:23		M261	7:08	√
B261	13:06		E263	10:30	
E265	13:17		B202	15:09	

April Fires – Impact of E263

April 19, 2018 – 2810 W 4 th Ave			April 19, 2018 – 126 S Tomahawk		
Unit	Travel Time	<8 Minutes	Unit	Travel Time	<8 Minutes
E263	5:52	✓	E261	3:37	✓
E217	7:00	✓	E263	4:04	✓
L263	7:40	✓	B261	4:04	✓
B261	7:49	✓	E262	5:17	✓
B202	8:12		L264	8:28	
M261	8:29		E217	9:36	
E261	11:39		M262	10:23	

Operations Update



Operations Update

- Training this month
 - Fire Training (Wildland)
 - EMS Training (Pediatrics)
 - Ladder Training (Commercial Ventilation)
 - TRT (Swift Water)



Operations Update



Mobile Home Fire
18-32231
2810 W. 4th Ave. #18
A-Shift

Operations Update



Mobile Home Fire
18-32391
126 S. Tomahawk #8
A-Shift

Operations Update



Major Medical MVA
18-32441
1000 W. Roosevelt
A-Shift

Operations Update



MVA
1075 S. Idaho
No Injuries
TRT Members shored up the building

Operations Update



Wildland Response
Tinder Fire
(north of Payson)
Type 3
Tavares, Blackstone,
Rocha & Philips

Operations Update

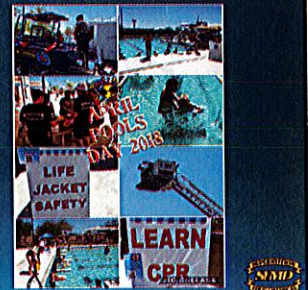


Wildland Response
Pinery Fire
(near Wilcox, AZ)
Tactical Tender
Blackstone & Rivera

Planning & Logistics Update

April Pool's Day – April 28th

- 450 persons attended.
- Pipes & Drums
- Water safety information
- Demos (CPR, FD Apparatus, AEV)
- Swim lessons
- Child ID clinic
- Lunch



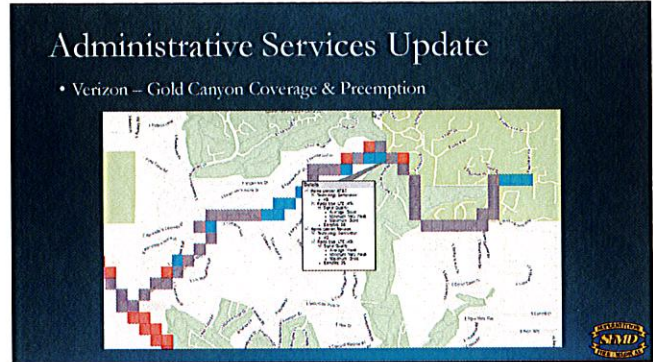
April Pool's Day with Pipes & Drums



Planning & Logistics cont.

- May 3rd – Pinal County Peace Officer Memorial
- May 3rd – FEMA Grant Supply Distribution & Safety Presentation at Lamplighter MHIP
- May 17th – Desert Vista Elementary School Water Day
- May 22nd - Captain Testing (Written Exam)





Administrative Services Update

- NEIRS

Administrative Services Update

- Open Enrollment
- Electronic sign up for benefits - *E Central Opens: May 23, 2018* - link will be sent out by our broker (Crest - formerly Benefit Logic).
- Electronic sign up *closes - June 8, 2018 at 10:00am.*
 - If you know the elections you want - please don't wait to enroll! There is a lot of work and detail in a short period of time that goes into enrollment process.
- OPEN ENROLLMENT DATES**
- C Shift June 4, 2018 08:30-1600 Lost Dutchman Room
- A Shift June 6, 2018 08:30-1600 Lost Dutchman Room
- B Shift June 7, 2018 08:30-1600 Lost Dutchman Room

Agenda Item #14

BOD # 2018-05-13

New Business / Future Agenda Items.

Agenda Item 15

BOD #2018-05-N/A

Announcements

Agenda Item #16

BOD # 2018-05-14

Adjourn

