

VERSION 1.0



# BOARD OF DIRECTORS MEETING

June 20, 2018

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

TODD HOUSE, BOARD CHAIRMAN

GENE GEHRT, BOARD CLERK

JEFF CROSS, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR



# Superstition Fire & Medical District

## Board of Directors Meeting Agenda

June 20, 2018

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### Mission Statement

Preserve Life ~ Protect Property ~ Add Value to *OUR* Community

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Notice is hereby given to the General Public that the Superstition Fire & Medical District Governing Board will hold a meeting on Wednesday, June 20, 2018. The meeting will be held at the Superstition Fire & Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

- 1. Review and approval of the May, 2018 financial reports and bank reconciliations. (BOD #2018-06-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-06-02)**
- 3. Call to the Public. (BOD #2018-05-N/A)**

A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
- 4. Consideration and possible approval of all consent agenda items listed below (BOD #2018-06-03):**
  - A. Board Meeting Minutes from May 16, 2018
- 5. Presentation by Bryant Powell and Matt Busby (City of Apache Junction) regarding Proposition 423 – Permanent Base Adjustment – as it will be on the August 28, 2018 Primary Election ballot. (BOD #2018-06-04)**
- 6. Discussion and possible approval transferring funds for the June 30, 2018 Debt Service Payments. (BOD #2018-06-05)**

7. **Discussion and possible approval of Combined Resolution Affecting County Treasurer Transactions for Fiscal year 2018/2019 from the Pinal County Treasurer's Office. (BOD #2018-06-06)**
8. **Discussion and possible adoption of Resolution 2018-06-20-09, authorizing the establishment of a line of credit with Wells Fargo for Fiscal Year 2018/2019. (BOD #2018-06-07)**
9. **Discussion and possible approval of Pinal County Community College District, Central Arizona College Affiliation Agreement. (BOD #2018-06-08)**

**10. Reports. (BOD #2018-06-09)**

- **Senior Leadership Team (SLT):**
  - Fire Chief Mike Farber**
  - Acting Assistant Chief of Emergency Operations Jeff Cranmer**
  - Acting Assistant Chief of Planning & Logistics Richard Ochs**
  - Finance Director Roger Wood**
  - Acting Administrative Director Anna Butel**
- **Labor: Captain John Walka**
- **Pension Board: Board Clerk Gene Gehrt**
- **Board Sanctioned Committees**

**11. New Business / Future Agenda Items. (BOD #2018-06-10)**

**12. Announcements (BOD #2018-06-N/A)**

**13. Adjourn (BOD #2018-06-11)**

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3). One or more members of the governing board may attend the meeting telephonically. Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Posted on: June 14, 2018  
At: 1700 Hours  
By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least 24-hours before the board meeting.

## Governing Board Meeting – June 20, 2018

Agenda Item: 1

BOD#: 2018-06-01

### Agenda Item Title

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

### Submitted By

Finance Director Roger Wood

### Background/Discussion

The District's accounting department staff prepares the monthly financial reports. The District's annual budget, which is adopted by the Board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the Board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. Cash Flow – All Governmental Funds.

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the District's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire District maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.

The reconciliation of each of the District's Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

### Financial Impact(s)/Budget Line Item

N/A

### Enclosure(s)

\*Monthly Financials provided under separate cover

### Recommended Motion

*"Motion to approve the May 2018 financial reports and bank reconciliations."*



Go To Item 2

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**Superstition Fire & Medical District**  
**Governing Board Acceptance of Fire District's**  
**Financial Statements and Bank Reconciliations**

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **May 2018**:

1. Financial Statement
2. Bank Reconciliations
  - a. General (100) Fund
  - b. Transport Services (150) Fund
  - c. Capital Projects (200) Fund
  - d. Special Projects (400) Fund
  - e. Debt Principle (500) Fund
  - f. Debt Interest (600) Fund

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Todd House, Board Chair

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Date



June 20, 2018

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 2**

**BOD#: 2018-06-02**

**Agenda Item Title:**

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

**Submitted By:**

Acting Assistant Chief Richard Ochs

**Background/Discussion:**

This is a recurring monthly item to provide the board with information concerning superior employee performance, achievements, and special recognition for community members.

## **June Service Anniversaries**

### **24 Years of Service**

Battalion Chief **Jeff Cranmer**

Engineer **Mike Wolfe**

### **17 Years of Service**

Firefighter **Ryan Elowe**

### **12 Years of Service**

Captain **Alex Dupuis**

Firefighter / Paramedic **Bill Tavares**

### **11 Years of Service**

Engineer **Brandon Blessum**

Firefighter / Paramedic **Ryan Rodriguez**

Captain **Geof Shively**



**Go to Item 3**

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Governing Board Meeting – June 20, 2018

Agenda Item: 2

BOD#: 2018-06-02

**Agenda Item Title:**

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

## **Special Recognition for Community Members**

### ***Apache Junction Police Department***



**Go to Item 3**

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**Governing Board Meeting – June 20, 2018**

**Agenda Item: 3**

**BOD#: 2018-06-N/A**

**Agenda Item Title**

Call to the Public

**A.R.S. §38-431.01(H)**

*A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.*

*At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.*

*However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

**Background / Discussion**

Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the fire district. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the Board's discretion). The Board may also direct staff to follow up on the issue with the citizen.

**Scheduled**

None



**Go to Item 4**

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**Governing Board Meeting – June 20, 2018**

**Agenda Item: 4**

**BOD#: 2018-06-03**

**Agenda Item Title**

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

- A. Board Meeting Minutes from May 16, 2018 – **Appendix A**

**Background/Discussion**

The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

**Recommended Motion**

*“Motion to approve the consent agenda items for June 20, 2018.”*



**Go to Item 5**

**Go to Appendices**

**Go to Agenda**

**Governing Board Meeting – June 20, 2018**

**Agenda Item: #5**

**BOD#: 2018-06-04**

**Agenda Item Title**

Presentation by Apache Junction City Manager Bryant Powell and Assistant City Manager, Matt Busby regarding Proposition 423 – *Permanent Base Adjustment* – as it will be on the August 28, 2018 Primary Election Ballot.

**Submitted By**

Fire Chief Mike Farber

Acting Administrative Director Anna Butel.

**Background/Discussion**

Proposition 423 – *Permanent Base Adjustment* – will be on the August 28, 2018 Primary Election Ballot.

**Financial Impact(s)/Budget Line Item**

N/A

**Enclosure(s)**

N/A



**Go To Item 6**

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**Governing Board Meeting – June 20, 2018**

**Agenda Item: #6**

**BOD#: 2018-06-05**

**Agenda Item Title**

Discussion and possible approval transferring funds for the June 30, 2018 Debt Service Payments.

**Submitted By**

Finance Director Roger Wood

**Background/Discussion**

The District has a Debt Service Principal payment of \$465,000.00 due on June 30, 2018 to trustee U.S. Bank

Fund Account:	Debt Retirement Principal 2006 – account #6-11642-1407
Budget line item:	500-60-70500-10 titled Debt Service Expenditure – Principal

The current Principal Fund cash balance as of May 31, 2018 is \$612,096.26.

**Interest Payment**

The District has a Debt Service Interest payment of \$145,500 due on June 30, 2018 to trustee U.S. Bank

Fund Account:	Debt Retirement Principal 2006 – account #6-11642-1408
Budget line item:	600-60-70550-10 titled Debt Service Expenditure – Interest

The current Principal Fund cash balance as of May 31, 2018 is \$235,742.33.

**Financial Impact:**

\$465,000.00 / Line item 500-60-70500-10

\$145,500.00 / Line item 600-60-70550-10

**Enclosure(s):**

US Bank Notification – 2006 GADA Debt Service Payments Due

**Recommended Motion:**

*“Motion to authorize payment by executing letter of direction to Pinal County Treasurer’s Office to wire transfer funds for the GADA debt service payments on June 29<sup>th</sup> due to U.S. Bank on June 30, 2018.”*



**Go To Item 7**

**Go to Agenda**



All of **us** serving you®

Invoice Date: 5/31/2018  
Invoice Number: 1080367

Superstition Fire & Medical District  
565 N. Idaho Rd.  
Apache Junction, Arizona 85219

Contact	Phone	Fax	Email
Roger Wood			roger.wood@sfmd.az.gov
Pat Beckwith			pat.beckwith@pinalcountyaz.gov

Account Number: 784668441

**Greater Arizona Development Authority, Infrastructure Revenue Bonds, Series 2006B (City of Show Low, City of Somerton, Town of Quartzsite, Apache Junction Fire District, Drexel Heights Fire District, Maricopa Fire District)**

Invoice for Debt Service Payment on 8/1/2018

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/Discount
391577LL5	8/1/2018	2/1/2018	7/31/2018	180	\$465,000.00	5.00%	\$11,625.00	\$465,000.00	
391577LM3	8/1/2019	2/1/2018	7/31/2018	180	\$485,000.00	5.00%	\$12,125.00		
391577LN1	8/1/2020	2/1/2018	7/31/2018	180	\$510,000.00	5.00%	\$12,750.00		
391577LP6	8/1/2021	2/1/2018	7/31/2018	180	\$535,000.00	5.00%	\$13,375.00		
391577LQ4	8/1/2022	2/1/2018	7/31/2018	180	\$560,000.00	5.00%	\$14,000.00		
391577LR2	8/1/2023	2/1/2018	7/31/2018	180	\$590,000.00	5.00%	\$14,750.00		
391577LS0	8/1/2024	2/1/2018	7/31/2018	180	\$620,000.00	5.00%	\$15,500.00		
391577LV3	8/1/2027	2/1/2018	7/31/2018	180	\$2,055,000.00	5.00%	\$51,375.00		
					\$5,820,000.00		\$145,500.00	\$465,000.00	

Interest Due:	\$145,500.00
Principal Due:	+ \$465,000.00
Principal Deposit Due:	
Cash on hand:	- \$85.15
<b>Net Due:</b>	<b>\$610,414.85</b>

**PAYMENT SUMMARY**

Total Interest Due:	\$145,500.00
Total Principal Due:	+ \$465,000.00
Total Credits:	- \$85.15
<b>TOTAL DUE 7/2/2018</b>	<b>\$610,414.85</b>

**Notes**

Please Confirm your Receipt of this invoice by phone or e-mail. Please confirm how and when funds will be sent.

**WIRING INSTRUCTIONS**

US Bank must receive funds prior to 10:30 A.M. CST to ensure DTCC receives funds prior to their same day settlement deadline of 2:00 P.M. CST. Any payments received by DTCC after the 2:00 P.M. deadline will be allocated the next day.

ABA:	091000022
BBK:	U.S. BANK NA
A/C:	170225065771
BNF:	U.S. Bank Trust N.A.
OBI:	784668471

**CHECK INSTRUCTIONS**

If paying by check, please include a copy of this invoice and remit payment 5 business days prior to payment date.

U.S. BANK St. Paul  
CM-9705  
P.O. BOX 70870  
St Paul, MN 55170

**U.S. BANK CONTACTS**

TFM Specialist Michelle Anderson

Email: [michelle.anderson@usbank.com](mailto:michelle.anderson@usbank.com)

Phone: (651)-466-6139

GADA Apache Junction

**Governing Board Meeting – June 20, 2018**

**Agenda Item: #7**

**BOD#: 2018-06-06**

**Agenda Item Title**

Discussion and possible approval of Combined Resolution Affecting County Treasurer Transactions for Fiscal year 2018/2019 from the Pinal County Treasurer’s Office.

**Submitted By**

Finance Director Roger Wood

**Background/Discussion**

This combined resolution is required annual by the Pinal County Treasurer’s Office. The purpose of the resolution is for the District to provide direction as to who is authorized to approve the following types of transactions on behalf of the District:

1. Investment Resolution: Authorizes the Pinal County Treasurer’s Office to invest on behalf of the District any/all excess funds in interest bearing securities as authorized by law.
2. Warrant Resolution: Identifies individuals who are authorized to provide warrant information including wires, voids, and/or stop payments to the Pinal County Treasurer on a daily basis.
3. Fund Transfer Resolution: Identifies individuals who are authorized to request the Pinal County Treasurer to process wire transfers, book transfers and/or EFT payments on behalf of the District.
4. Warrant Signature Resolution: Identifies (and provides specimen signatures) for those authorized to sign warrants on behalf of the District for the Fiscal Year 2018 – 2019.
5. List of Outside Bank Accounts: Identifies the outside bank accounts maintained by the District.

**Staff Recommendation:**

Approval of the resolution.

**Financial Impact(s)/Budget Line Item**

N/A

**Enclosure(s)**

Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2018-2019

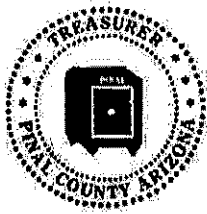
**Recommended Motion**

*“Motion to approve the Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2018-2019.”*



**Go To Item 8**

**Go to Agenda**



*Michael P. McCord*  
*Pinal County Treasurer*

Post Office Box 729 31 N Pinal St Bldg E Florence, AZ 85132-0729  
Telephone (520) 509-3555 or (888) 431-1311 Fax (520) 866-6446  
e-mail: [bookkeeping@pinalcountvaz.gov](mailto:bookkeeping@pinalcountvaz.gov)

TO: All Pinal County Political Subdivisions  
FROM: Michael P. McCord, Pinal County Treasurer  
RE: Closing Fiscal Year-End Accounting Records  
DATE: May 2, 2018

As the 2017-2018 fiscal year comes to an end, this memorandum is provided as a reminder of the deadlines that are crucial to meet reporting requirements. Transfers and deposits will be accepted at the Treasurer's office until 12:00 p.m., June 29, 2018. Any deposits or transfers received after that time will be posted and credited in July of the next fiscal year.

Any district with an outstanding line of credit must have that credit line paid in full by the end of the fiscal year. In order for us to pay the bank on June 29th, a deposit or transfer must be posted by 12:00 p.m., Friday, June 15, 2018 unless you have been approved by the bank for an extension. (A Line of Credit Letter of Declaration is required on a calendar year basis and will be sent to you in October for board approval for the next calendar year).

Our office requires the following Resolutions to be approved by your Board:

1. Investment Resolution - Authorizing the Treasurer to invest and re-invest your surplus funds for the fiscal year.
2. Warrant Resolution - Appointing a representative to provide warrant information to our office.
3. Warrant Signature Resolution - Naming the person or persons authorized to sign warrants for the fiscal year. Please include an original sample of the signatures with the resolution. This resolution is required of those districts authorized by Arizona Statute to issue their own warrants.
4. Fund Transfer Resolution - Naming the person or persons authorized to request our office to wire funds from your account on behalf of the district.
5. List of outside bank accounts - The Treasurer's office should be aware of any outside bank account maintained by the District.
6. Verification of Agency Users/Contacts - Please verify users for Treasurer Agency Service website and notify us if changes need to be implemented.

These Resolutions have been condensed into a single form for your convenience. Please complete and return to our office by July 27, 2018.

**COMBINED R E S O L U T I O N AFFECTING  
COUNTY TREASURER TRANSACTIONS  
FOR FISCAL YEAR 2018-2019**

COMES NOW the Governing Board of the Superstition Fire & Medical District of Pinal County, Arizona, and hereby declares that on the 20th day of June, 2018, at a duly called and noticed public board meeting, upon motion duly made, seconded and carried with a vote of \_\_\_\_\_ “Ayes” and \_\_\_\_\_ “Nays” this Board approved one or more of the following Resolutions affecting financial transactions with or by the Pinal County Treasurer for Fiscal Year 2018-2019.

**An authorized initial in one or more boxes acknowledges the Governing Board’s approval of the one or more of the following resolutions:**

WHEREAS, this District periodically has funds on hand that are in excess of any anticipated authorized requirements; and,

WHEREAS, it appears to be in the best interest of the district to authorize the Pinal County Treasurer to invest and keep invested these funds in interest bearing securities as authorized by law; and

WHEREAS, from time to time it will in the best interest of the District, and thus necessary, to authorize the Pinal County Treasurer to sell these securities to provide available funds for current authorized District requirements; and

WHEREAS, Arizona state law permits the Governing Board of this District to request the consent of the Pinal County Board of Supervisors to invest and reinvest all district monies as authorized by law for the fiscal year.

BE IT RESOLVED by that subject to the consent of the Pinal County Board of Supervisors, the Pinal County Treasurer is authorized to purchase, hold, and sell such securities on behalf of this district.

\*\*\*\*\*

WHEREAS, this District issues or will issue warrants drawn on the servicing bank for the Pinal County Treasurer; and,

WHEREAS, it in the best interest of the District to authorize the herein named person,

Roger Wood  
Printed Name

\_\_\_\_\_  
Signature

Jennifer Burke  
Printed Name

\_\_\_\_\_  
Signature

Lori Hlavin  
Printed Name

\_\_\_\_\_  
Signature

an authorized representative of the District, to provide warrant information including wires, voids and/or stop payments, to the Pinal County Treasurer on a daily basis; and

WHEREAS, the Pinal County Treasurer will submit the warrant information to the servicing bank for valid District purposes and to prevent fraud and/or illegal use of district funds.

BE IT RESOLVED by the Governing Board that subject to the consent of the Pinal County Board of Supervisors, the District will provide the Pinal County Treasurer with warrant information as appropriate in the regular course of District business.

\*\*\*\*\*

WHEREAS, it appears to be in the best interest of the District to authorize

Roger Wood  
Printed Name

\_\_\_\_\_  
Signature

Jennifer Burke  
Printed Name

\_\_\_\_\_  
Signature

Lori Hlavin  
Printed Name

\_\_\_\_\_  
Signature

as an authorized representative of the district to request the Pinal County Treasurer to process wire transfers, book transfers, ACH and/or EFT payments on behalf of the District.

BE IT RESOLVED that the Governing Board hereby authorizes one or both of the foregoing persons to request that the Pinal County Treasurer process payments via Treasurer check, wire transfers, book transfers, ACH and/or EFT payments on behalf of the District on behalf of the district for the fiscal year, 2018-2019.

\*\*\*\*\*

**This resolution is required of those districts authorized by Arizona Statute to issue its own warrants.**

WHEREAS, it appears to be in the best interest of the district to authorize the below specified persons to sign warrants on behalf of the district for the fiscal year, 2018-2019;

BE IT RESOLVED that the Governing Board hereby authorizes the following persons to sign warrants on behalf of the district for the fiscal year, 2018-2019.

Todd House  
Printed Name

\_\_\_\_\_  
Signature

Gene Gehrt  
Printed Name

\_\_\_\_\_  
Signature

Jeff Cross  
Printed Name

\_\_\_\_\_  
Signature

Jason Moeller  
Printed Name

\_\_\_\_\_  
Signature

Larry Strand  
Printed Name

\_\_\_\_\_  
Signature

WHEREAS, the Pinal County Treasurer's Office shall be advised of any outside bank accounts maintained by the district we hereby give notice of the following account(s):

Wells Fargo  
Bank Name

Phoenix, AZ  
Bank Location (city/st)

Payroll Clearing Account  
Account Purpose

Wells Fargo  
Bank Name

Phoenix, AZ  
Bank Location (city/st)

Electronic Deposit/ACH Payment Account  
Account Purpose

Wells Fargo  
Bank Name

Phoenix, AZ  
Bank Location (city/st)

Lockbox Payment Account  
Account Purpose

**BY OUR SIGNATURES BELOW WE CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE RESOLUTION ADOPTED BY THE GOVERNING BOARD OF THE DISTRICT AND THAT THIS RESOLUTION HAS NOT BEEN AMENDED OR REVOKED BY THE BOARD.**

Dated: \_\_\_\_\_

Approval for Fiscal Year 2018-2019

Todd House, Chairman  
Name and Title: (Typed/Printed)

\_\_\_\_\_  
(Signature)

Gene Gehrt, Clerk  
Name and Title: (Typed/Printed)

\_\_\_\_\_  
(Signature)

Jeff Cross, Director  
Name and Title: (Typed/Printed)

\_\_\_\_\_  
(Signature)

Jason Moeller, Director  
Name and Title: (Typed/Printed)

\_\_\_\_\_  
(Signature)

Larry Strand, Director  
Name and Title: (Typed/Printed)

\_\_\_\_\_  
(Signature)

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 8**

**BOD#: 2018-06-07**

**Agenda Item Title:**

Discussion and possible adoption of Resolution 2018-06-20-09, authorizing the establishment of a line of credit (“LOC”) with Wells Fargo for Fiscal Year 2018/2019.

**Submitted By:**

Fire Chief Mike Farber

Finance Director Roger Wood

**Background/Discussion:**

A.R.S. §11-604.01 states that a fire district may establish a LOC with the county’s contract servicing bank with the assistance of the county treasurer. The establishment of a LOC is the predominant method of short term financing used by fire districts to finance operations during the absence of secondary property tax receipts. Many fire districts begin the fiscal year with minimal cash fund balances and draw upon the LOC until secondary property taxes are received in November and again in spring during the April / May timeframe. The LOC is statutorily limited to a maximum of 45% of the secondary property tax levy of the preceding fiscal year. Establishing a LOC requires a resolution of the fire district elected body and approval of the county servicing bank. Under A.R.S §11-604.01 parameters, the District could establish a maximum LOC of approximately \$4.5 million.

The LOC is serviced by Wells Fargo bank who requires Board approval of the establishment and requested limit of the LOC for each fiscal year. Current cash flow projections show a maximum LOC usage of approximately \$750,000 in early September, so the recommendation is to maintain an LOC of \$1.5 million is to ensure a sufficient LOC limit far in excess of expected need. There is no cost to establishing an LOC if it is not used.

Due to the new contract between Wells Fargo and the Pinal County Treasurer’s Office, the interest rate for the LOC is now 4.75%, and is subject to change as the Prime Rate changes. This underscores the need for the District to use the LOC as minimally as possible to keep the overall interest cost as low as possible.

**Financial Impact:**

N/A

**Recommended Motion:**

*“Motion to approve Resolution 2018-06-20-09, authorizing the establishment of a line of credit with Wells Fargo, for \$1.5 million for Fiscal Year 2018/2019.”*



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**RESOLUTION 2018-06-20-09**  
**Superstition Fire & Medical District**  
**WELLS FARGO LINE OF CREDIT AUTHORIZATION**

A RESOLUTION OF THE CHAIRPERSON AND GOVERNING BOARD OF THE DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT AUTHORIZING THE ESTABLISHMENT OF A LINE OF CREDIT WITH WELLS FARGO BANK FOR FISCAL YEAR 2018 / 2019.

**WHEREAS**, in accordance with the requirements of the Pinal County Treasurer's Office and Wells Fargo Bank, the Board of Directors did, on the twentieth day of June 2018, authorize the establishment of a Line of Credit for Fiscal Year 2018/2019 in the amount not to exceed \$1,500,000.

PASSED AN ADOPTED THIS TWENTIETH DAY OF JUNE 2018 BY THE CHAIRPERSON AND GOVERNING BOARD OF DIRECTORS OF SUPERSTITION FIRE & MEDICAL DISTRICT.

\_\_\_\_\_  
*Todd House, Board Chairman*

\_\_\_\_\_  
*Gene Gehrt, Board Clerk*

\_\_\_\_\_  
*Jason Moeller, Board Director*

\_\_\_\_\_  
*Larry Strand, Board Director*

\_\_\_\_\_  
*Jeff Cross, Board Director*

**Governing Board Meeting – June 20, 2018**

**Agenda Item: #9**

**BOD#: 2018-06-08**

**Agenda Item Title**

Pinal County Community College District, Central Arizona College Affiliation Agreement

**Submitted By**

Acting Assistant Chief Rick Ochs

**Background/Discussion**

We have established a written agreement between SFMD and Central Arizona College (CAC) that clarifies the following:

1. SFMD will allow EMT and Paramedic students from CAC to ride on our apparatus for vehicular internship/clinical education experience.
2. CAC will provide the SFMD with annual funding in the amount of \$6,444.00 for the tuition of one person to be enrolled in to their Paramedic Class.
3. General rules for students whom are riding on our apparatus and completing their vehicular internship/clinical education.

This agreement will automatically renew each year for up to five (5) years, and will terminate on June 21, 2023.

**Financial Impact(s)/Budget Line Item**

N/A

**Enclosure(s)**

Pinal County Community College District, Central Arizona College Affiliation Agreement

**Recommended Motion**

*"Motion to"*



**Go To Item 10**

**Go to Agenda**

**PINAL COUNTY COMMUNITY COLLEGE DISTRICT**

CENTRAL ARIZONA COLLEGE  
8470 N. Overfield Road  
Coolidge, AZ 85228

**AFFILIATION AGREEMENT**

**PARTIES:** THIS AGREEMENT is between the PINAL COUNTY COMMUNITY COLLEGE DISTRICT (the "CENTRAL ARIZONA COLLEGE" or "CAC", as the context requires), and the SUPERSTITION FIRE AND MEDICAL DISTRICT ("SFMD").

**PURPOSE:** The purpose of this agreement is to support internship/clinical educational opportunities for CAC Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT) and Paramedic students.

**TERMS:**

1. ACCESS TO VEHICULAR EQUIPMENT.
  - a. SFMD will allow EMT, AEMT and Paramedic access as passengers on their apparatus for vehicular internship/clinical education experience.
  - b. SFMD will maintain all patient care during all vehicular internship/clinical education experience.
  - c. CAC will instruct students to maintain confidentiality and students shall not document on any SFMD patient care reports.
  - d. If this Agreement is for placement in a setting where "protected health information" as defined in 45 C.F.R. §160.103 is shared with students and SFMD is a Covered Entity for purposes of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), then students shall function as part of SFMD's "workforce" as defined in 45 C.F.R. §160.103 and shall be responsible for providing assigned students with appropriate training and supervision with regard to SFMD's HIPAA policies and procedures. CAC shall be responsible for providing students with general, introductory information regarding HIPAA prior to their assignment to SFMD. CAC agrees to comply with FERPA, and to require that each student comply with all requirements established by SFMD, or state or federal law pertaining to information considered private or confidential, or information considered protected under the terms of HIPAA. In addition, if directed to do so by SFMD, CAC shall execute, and shall require its students to execute, such agreements as necessary in order to protect the privacy rights of the patient or to comply with HIPAA, including but not limited to the execution of a business associate agreement. CAC shall require its students to abide by the requests set forth herein.

- e. If this agreement is for placement in a setting where "education records" as defined in 34 C.F.R. §99.3 are shared with students and CAC is an Educational Agency or Institution subject to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), then CAC shall be responsible for providing assigned students with appropriate training and supervision with regard to the CAC's FERPA policies and procedures. CAC shall be responsible for providing students with general, introductory information regarding FERPA prior to their assignment to SFMD.
  - f. SFMD may, in its absolute discretion, cause any student to be immediately removed from the Program, if SFMD believes that the conduct of the student endangers the life, health or safety of any person or patient, or if SFMD believes that student's participation in the Program interferes with or is inconsistent with the expectations of SFMD protocol or conduct.
  - g. SFMD shall be entitled to establish protocol for a student's conduct and participation in the Program, and shall be entitled to modify, limit or eliminate any protocol, or a student's participation in the Program, as SFMD determines necessary and appropriate consistent with its protocol and requirements, and taking into consideration the safety of any patients of any employees of SFMD.
  - h. SFMD may require a background check on any student prior to participating in the Program. Any costs associated with said background check will be the sole responsibility of the student or CAC. SFMD may, in its absolute discretion, deny any student participation in the Program upon discovery any information concerning said student which SFMD determines is not conducive for someone involved in a public service position. CAC shall obtain any consent requested by SFMD for the desired background check and SFMD may refuse to permit any student to participate in the Program should they refuse to provide the requested consent
2. FEES.
- a. In consideration for educational support (vehicular internship/clinical education experience) with SFMD, CAC agrees to pay SFMD \$6,444.00 per year. CAC will remit funds to SFMD by check. In turn, said funds are solely for use by SFMD in enrollment of its employees to the CAC paramedic program.
  - b. SFMD may enroll one (1) student per year calculated at \$6,444.00 for said tuition and fees. SFMD will remit funds to CAC by check.

**INSURANCE/LIABILITY/INDEMNIFICATION:**

- 3. CAC and SFMD agree to defend, indemnify and hold each other harmless including employees, agents, faculty, directors, officers and affiliate corporations and their respective officers, directors and employees from all loss, cost, expense injury or damage, including reasonable attorney's fees, for professional liability, personal liability, public liability, and property damage, relating directly to the negligent acts or intentional misconduct of the other while on SFMD premises pursuant to the Program, provided however, nothing herein shall be construed to expand the liability of any party or its employees beyond the gross negligence/intentional misconduct standard applicable to emergency medical technicians or

paramedics providing emergency medical aid as provided for in A.R.S. §48-818. CAC also agrees to indemnify, defend and hold harmless SFMD, its directors, officers, employees, agents, attorneys and assigns against any and all claims which may arise under the False Claims Act (FCA) or under the qui tam provision of the FCA during or after SFMD's participation in the Program. This indemnification provision shall survive the termination of the Agreement.

4. CAC will provide the sole cost and expense for each student to have professional liability coverage. SFMD will require \$1 million per occurrence, \$3 million in the aggregate.

**OTHER:**

5. ADDITIONAL OBLIGATIONS:

- a. CAC will schedule students at least one week in advance of participation. Only one student will be scheduled on an apparatus at one time. Vehicular hours are 08:00-20:00, no over-night vehicular will be scheduled or allowed.
- b. CAC will ensure that the students meet the vaccination requirements of SFMD. TB Skin test within the last year; Tdap within the last 10 years and MMR or titer. Students are responsible for their own health insurance. In the event of an emergency, the agency will provide such emergency care. The student will be responsible for any charges generated.
- c. CAC will provide training in infection control, OSHA (Occupational Safety and Health Act), Blood Borne Pathogens, HIPPA (Health Insurance Portability and Accountability Act of 1996), Standard Precautions, Tuberculosis and use of personal protective equipment. Student dress code is attached to this agreement.
- d. Superstition Fire and Medical District Vehicular Student and Dress Code Requirements:
  - Student must have had infectious control training prior to being scheduled
  - Student must have had HIPPA training prior to being scheduled
  - Student must have had ACLS training prior to being scheduled if AEMT/Paramedic
  - Student must inform the SFMD preceptor of his/her capabilities and comfort ability in relation to their assessment and skills.
  - Student must be well groomed
  - SFMD is a tobacco-free agency and does not allow smoking in or around our facilities.
  - Student must wear black safety toe shoes/boots
  - Student must wear long navy blue uniform style pants
  - Student must wear program-sponsored shirt (Short sleeve, long sleeve or sweatshirt).
    - Shirt must indicate that they are a student, which class **program the student is from, but may not indicate another agency.**
    - Student may only be scheduled from 08:00-20:00 hours unless pre-authorized by the Division Chief of EMS/Training.
- e. Infectious Control Exposures. In the event that a student has an infectious control exposure, the Superstition Fire and Medical District will follow the First District policies and procedures regarding exposures. The student is responsible for notifying their program and/or agency for any specific direction that may need to be taken.

- f. CAC warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. CAC shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008..
- g. CAC and SFMD agree to comply with all applicable Federal, State, and local laws, including but not limited to, the following:
- (i). Drug Free Work Environment;
  - (ii). Infection Control;
  - (iii). Criminal Background Checks;
  - (iv). Other standards of the Centers for Medicare and Medicaid Services ("CMS");
  - (v). Other applicable standards of the Joint Commission on Accreditation of Healthcare Organizations ("JCAHO"); or Healthcare Facilities Accreditation Program (HFAP)"
  - (vi). The Occupational Safety and Health Act ("OSHA");
  - (vii). Other regulatory, licensing, and accrediting organizations to which CAC or SFMD are bound to abide or to which SFMD deems, in its sole discretion, to subscribe.
- h. Each party ("indemnitor") agrees to indemnify, defend, and hold harmless the other party ("indemnitee") from and against any and all claims, damages, losses, liability, costs, or expenses (including reasonable attorney's fees)(collectively "claims") arising out of bodily injury on any person (including, but not limited to, death) or property damage, but only to the extent that such claims resulting vicarious/derivative liability to the indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.
- i. No provision of this Agreement shall be deemed to constitute either party, or any agent or employee of either party, as an agent or employee of each other. Each party assumes full responsibility for the actions or inactions of its own personnel while performing services under this Agreement and each shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding taxes and social security), workers' compensation, and disability benefits of its own employees. CAC and SFMD do not consider the student an agent or employee of SFMD for liability or workers' compensation purposes, but, rather, a student in the clinical practicum and/or internship/externship education phase of the student's professional development.
- j. CAC's remedies under this Agreement and that of any student participating in any program under this Agreement shall be limited to termination of this Agreement. In no event shall CAC or any student be entitled to monetary damages, whether actual or consequential, for any breach of any provision of this Agreement or for early termination of this Agreement by SFMD. CAC shall communicate to its students the fact that SFMD

is not receiving any financial compensation from CAC or a student under the terms of this Agreement, and as such will not refund any tuition or fees or pay any compensation or pay any damages to either CAC or any student, and CAC agrees to obtain written acknowledgement from said student to that effect.

- k. It is not contemplated that any party to this Agreement will contribute equipment or property in furtherance hereof. To the extent there is a contribution, pursuant to the provisions of A.R.S. § 11-952(B)(4), in the event of termination any property contributed by either party shall be returned to the respective party.
- l. This Agreement is entered into for the benefit of CAC and SFMD, and shall not be construed to be a third-party beneficiary contract for any third party, including any student participant hereunder, who may be injured as a result of any act or omission occurring as a result of the conduct or performance of a student under this Agreement. If requested, each student participating under the terms of this Agreement shall execute a release for the purpose of holding SFMD harmless from and indemnifying SFMD against any claims for any act, omission or conduct of a student.

#### 6. Termination

- a. Either party may terminate this Agreement pursuant to the requirements of A.R.S. § 38-511.
- b. This Agreement may be terminated by either party giving written notice to the other party at least sixty (30) days prior to the commencement of the next succeeding semester or CAC term. In that event, CAC shall be responsible for finding a location or other Program for any student to complete their training. Upon the termination of this Agreement, either by natural expiration or by termination noticed by either party, SFMD shall have no further obligation for the continued training of any student enrolled under the Program as set forth in this Agreement, and CAC shall hold SFMD harmless from and indemnify SFMD against any claim for damages or costs incurred by a student affected by such termination.
- c. Notwithstanding the above, in the event this Agreement is terminated by CAC, SFMD may, in its discretion, continue mentoring any student currently enrolled in the program until such time as that program has been completed. In that event, this Agreement shall continue as to that student only, for purposes of mentoring said student, until the completion of that student's participation in the then current segment of the program.

#### **IT IS MUTUALLY AGREED THAT:**

- I. THIS AGREEMENT shall start on June 21, 2018 and automatically renew every year for five years, terminating on June 21, 2023.
- II. It is expressly recognized by the parties that no employment, contractual or agency relationship exists between SFMD and any students participating in the training program established by this Agreement. Nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture by the parties hereto. Services performed by students pursuant to this Agreement will be within the established and

written requirements of the certification being pursued and as required of every candidate for that certification.

- III. This Agreement shall be governed by the laws of the State of Arizona.
- IV. If any provision of this Agreement, or any applicable provisions thereof to any person, shall be found by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Agreement, and the application thereof to other persons or circumstances, shall not be impaired, and shall be enforced to the fullest extent permitted by law.
- V. This Agreement constitutes the entire agreement between CAC and SFMD. Any changes or modifications shall be accomplished by amendment to this Agreement executed by the duly authorized representatives of the parties

CENTRAL ARIZONA COLLEGE  
8470 North Overfield Rd.  
Coolidge, AZ 85128

SUPERSTITION FIRE AND MEDICAL DISTRICT

BY: \_\_\_\_\_  
Chris Wodka  
Vice President of Finance and  
Administrative Services

Date: \_\_\_\_\_

BY: \_\_\_\_\_ Signature  
\_\_\_\_\_ Name (print)  
\_\_\_\_\_ Title  
\_\_\_\_\_ Address  
\_\_\_\_\_ Address

Date: \_\_\_\_\_

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 10**

**BOD#: 2018-06-09**

**Agenda Item Title**

Reports

**Background / Discussion**

This item is for the fire chief and his staff to share information with the Board of items occurring within, or related to, the fire district. Any item shared is for information only. Upon request of the Board, any item shared during this agenda item may be moved to the agenda for future meetings. Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

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

**Recommended Motion:**

N/A



**Go to Item 11**

**Go to Agenda**

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 11**

**BOD#: 2018-06-10**

**Agenda Item Title**

New Business / Future Agenda Items

**Submitted By**

Board of Directors

**Background/Discussion**

This item is used as a placeholder to discuss New Business / Future Agenda Items, the Board may want on a future agenda.

**Financial Impact**

N/A

**Enclosure(s)**

N/A

**Recommended Motion:**

N/A



**Go to Item 12**

**Go to Agenda**

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 12**

**BOD#: 2018-06-N/A**

**Agenda Item Title**

Announcements

**Background / Discussion**

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

**Recommended Motion:**

N/A



**Go to Item 13**

**Go to Agenda**

**Governing Board Meeting – June 20, 2018**

**Agenda Item: 13**

**BOD#: 2018-06-11**

**Agenda Item Title**

Adjournment

**Recommended Motion:**

*“Motion to adjourn the Board meeting.”*



**[Go to Agenda](#)**

## Appendix A

### A. Board Meeting Minutes from May 16, 2018

#### Submitted By

Board Clerk Gene Gehrt

Board Secretary Sherry Mueller

#### Background / Discussion

The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

#### Financial Impact/Budget Line Item

N/A

#### Enclosure(s)

May 16, 2018 Board Meeting Minutes





# 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



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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.

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### 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 28<sup>th</sup>
  - Pipes & Drums
  - 450 Persons Attended
  - Water Safety Information
  - Demos (CPR, FD Apparatus, AEV)
  - Swim Lessons
  - Child ID Clinic
  - Lunch
- May 3<sup>rd</sup> – Pinal County Piece Officer Memorial
- May 3<sup>rd</sup> – FEMA Grant Supply Distribution & Safety Presentation at Lamplighter MPH
- May 17<sup>th</sup> – Desert Vista Elementary School Water Day
- May 22<sup>nd</sup> – 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:**

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Gene Gehrt, Board Clerk

*Sherry Mueller*