



# Superstition Fire & Medical District

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

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

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

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



## Governing Board Meeting Minutes August 15, 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, AUGUST 15, 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 Chairman House

### C. Roll Call

Chairman Todd House, Clerk Gene Gehrt, Director Jeff Cross and Director Larry Strand. Director Jason Moeller attended via conference call.

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Ochs, Assistant Chief Richard Mooney, Finance Director Roger Wood, and Administrative Director Anna Butel.

Legal Counsel William Whittington and Board Secretary Sherry Mueller were also present for the meeting.

### 1. Review and approval of the July 2018 financial reports and bank reconciliations. (BOD #2018-08-01)

**Motion** by Director Strand to approve the July 2018 financial reports and bank reconciliations.

**Seconded** by Clerk Gehrt.

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

### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-07-02)

August Employee Service Anniversaries were recognized:

**29 Years of Service:** Captain/Paramedic **Andy Kuhn**

**17 Years of Service:** Firefighter **Paul Gruetzmacher**

**17 Years of Service:** Firefighter **Mark Widick**

**14 Years of Service:** Captain/Paramedic **Jon Williamson**

**11 Years of Service:** Administrative Assistant II **Kelly Bartz**  
**3 Years of Service:** Account Clerk Specialist **Lori Hlavin**  
**3 Years of Service:** Transportation Services Manager **Billy Warren**  
**2 Years of Service:** Paramedic **Clint Musgrave**

**Roger Nasello - Promotion to Mechanic II**

**Official Pinning Ceremony for recent Promotions:**

Administrative Services Director **Anna Butel**  
Assistant Chief of Operations **Richard Mooney**  
Assistant Chief of Planning & Logistics **Rick Ochs**

**Recognition of Community Member:**

Community Member **Leonard Sunde** (survivor) would like to recognize and acknowledge the Crew (E263 and M263) who came to his rescue on May 5, 2018. Crew: Daniel Elliott, Joe Stiglitz, Zachary Leon, Ryan Rodriquez, Clint Musgrave, Sarah Koupal, Mesa Fire Dispatch: Doris Rashid and AJPD

3. **Call to the Public. (BOD #2018-08-N/A)**  
No requests from anyone in the Public to speak.
4. **Consideration and possible approval of all consent agenda items listed below: (BOD #2018-08 – 03)**
  - A. Board Meeting Minutes from July 18, 2018
  - B. Board Work Session Minutes from August 1, 2018
  - C. Image Trend Annual Service / Support for Elite Platform and RescueBridge Platform (Purchase Order #016112 and Purchase Order #016113
  - D. SCBA Replacement Bottles

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

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

5. **Discussion, presentation and possible approval of an updated organizational chart. (BOD #2018-08-04)**

**Motion** by Director Strand to approve the updated Organizational Chart as presented. **Seconded** by Director Cross.

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

6. Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and Superstition Fire & Medical Firefighters Chapter of Local 2260 and possible adoption of Resolution 2018-08-15-13. (BOD #2018-08-05)

Director Cross asked “Will Transportation Services employees would be covered by the MOU?” Captain Walka explained that they would be covered under this MOU. Director Cross had concerns over changes to the MOU from 2017 that had not been reviewed by the Board of Directors.

Motion by Director Strand to approve the 2018 Memorandum of Understanding (MOU) between Superstition Fire & Medical District and Superstition Fire & Medical Firefighters Chapter of Local 2260 and possible adoption of Resolution 2018-08-15-13. Seconded by Director Moeller.

**Vote 4 ayes, 0 nays, 1 abstain. MOTION PASSED**

**Ayes:** Chairman House, Clerk Gehrt, Director Moeller, Director Strand

**Abstain:** Director Cross

7. **Discussion and possible approval of Resolution 2018-08-15-14 relating to the adoption of a change to the public CPR class fee schedule due to the increase of American Heart Association AHA) cards. (BOD #2018-08-06)**

**Motion** by Director Strand to approve the changes to the CPR Fee Schedule as proposed. **Seconded** by Clerk Gehrt and Director Cross.

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

8. **Discussion and possible approval of the U.S. Digital Designs G2 fire alerting system Service Agreement. (BOD #2018-08-07)**

**Motion** by Clerk Gehrt to approve the Service Agreement with U.S. Digital Designs G2 Fire Station Alerting system in the amount of \$57,244.85. **Seconded** by Director Cross.

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

## 9. Reports (BOD #2018-08-08)

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

### Senior Leadership Reports

### Fire Chief Update

#### **Fire Chief Mike Farber**

- Senior Leadership Team (SLT) Summit

- Promotional Process
- Recent incidents that benefited from the addition on E263
- Response time improvements

### Operations Update

Assistant Chief of Operations Richard Mooney

- August 11 Structure Fire at 534 E. Kachina (A Shift)
- July 26 Structure Fire at 1100 S. Warner (B Shift)
- Wildland Crews Deployed
  - Type 6 (Farber, Ferguson & J. Garcia) Assisting Cal Fire
  - Type 3 (Logsdon, McCollough, Widick & Rocha) Assisting Cal Fire
  - Overhead for the State (Tavares) Winthrop, Washington - Glibert/Crescent Fire
- TRT Training (Rock Gym)
  - Ascend fix line, transition and rappel past a knot
  - Discussion on lead climbing, belay equipment & techniques
- Ladder Training
  - 3<sup>rd</sup> Quarter Ladder Training
- Modern Ladder Behavior
- EMS Training (Off-duty Paramedic CE)
  - Cardio/Cerebral Resuscitation
  - CVA Assessments
  - Crisis Management
  - Mountain Vista Updates
- August 15, Mountain Vista Hospital Stroke Award by American Heart/Stroke Association
  - L264 & M264 A Shift & Mountain Vista Hospital
  - Stroke Survivor Story
  - Crew: Briones, McCollough, Wagner, P. Garcia, Overson & DeMarco

### Planning & Logistics Update

Assistant Chief of Planning & Logistics Richard Ochs

- August 2018 Captain Testing Process completed  
(Ryan Ledbetter, Bryan Heun, and Dan Elliott)
- September 2018 Implement a 5 Day Work Week in Fleet Services
- Contracts (State Fire and MVH)
- Plan Review – District developments

### Administrative Services Update

Administrative Director Anna Butel

- Firefighter Offer Letters Went Out to Transportation Department Members Clint Musgrave and Brian Dover. They will be attending the Recruit Academy in October.

- 6 Part-Time Transportation Services Offer Letters Went Out (2 Paramedics and 4 EMT's).
- TeleStaff testing period for the new version will run from 8/12/18 – 9/4/18. If all goes well cutover will be 9/10/18.
- To align duties more accurately, Lexipol will be assigned to administrative services and the Operational Plan will be moved to Planning & Logistics.
- The Lexipol Kick Off meeting is scheduled for August 21, 2018

### Finance / Accounting Services Update

Finance Director Roger Wood

- Accounting is aggressively processing Wild Land billings to start the payment “clock” as soon as possible.
- Significant out-of-state activity is occurring, and the federal government currently still owes the District \$42,270 from a fire from October 2017.
- Another \$99,016 has been billed related to Wild Land deployments in California in July.
- There are also three (3) deployments that have currently been extended and not yet billed.
- If the District is not paid before the FY19/20 budget is complete, these unpaid federal Wild Land amounts will negatively impact the budget.

### Labor Update

No report given

### Pension Board Update

Board Clerk Gene Gehrt: Firefighter Johnston is the 10<sup>th</sup> person to inter the DROP

### Board Sanctioned Committees Update

No report given

- 10.** Possible vote to go into Executive Session. The Board may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice with an attorney regarding the Bourgeois settlement agreement and recent correspondence from Mr. Bourgeois; Possible instructions to the District's Attorney relating to the same pursuant to ARS §38-431.03(A)(4).  
**(BOD #2018-08-09).**

**Motion** by Director Strand to go into Executive Session at 6:44 p.m. pursuant to ARS §38-431.03(A)(3) for legal advice with an attorney regarding the Bourgeois settlement agreement and recent correspondence from Mr. Bourgeois and possible instructions to the District's Attorney relating to the same pursuant to ARS §38-431.03(A)(4). **Seconded** by Director Cross.

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

Executive Session END TIME: 7:27 p.m.

**11. Possible instructions to legal counsel regarding the Bourgeois matter. (BOD #2018-08-10)**

The Board returned to regular session at 7:30 p.m.

**Motion** to proceed as directed by Legal Counsel in the Executive Session. **Seconded** by Director Strand.

Ayes: Chairman House, Clerk Gehrt, Director Moeller, Director Strand

Nays: Director Cross

**Vote 4 ayes, 1 nays. MOTION PASSED.**

**12. New Business / Future Agenda Items (BOD #2018-08-11)**

None.

**13. Announcements (BOD 2018-08-N/A)**

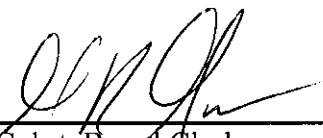
Chairman House thanked Fire Station 262-A for assisting his wife. They did a great job and he appreciates them taking care of her.

**14. Adjourn (BOD #2018-08-12)**

**Motion** by Director Strand at 7:34 p.m. to adjourn the meeting. **Seconded** by Director Cross.

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

**Governing Board Approval:**



Gene Gehrt, Board Clerk


*Sherry Mueller*

Superstition Fire & Medical District  
 Governing Board Meeting  
 Wednesday, August 15, 2018  
 5:30 pm





Agenda Item #1  
 BOD # 2018-08-01

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




Agenda Item #2  
 BOD # 2018-08-02


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




29 Years of Service




Andy Kuhn  
 Captain/Paramedic




17 Years of Service




Paul Gruetzmacher  
 Firefighter/EMT




Mark Widick  
 Firefighter/EMT



14 Years of Service



Jon Williamson  
 Captain/Paramedic



11 Years of Service



Kelly Bartz  
Administrative Assistant II



4 Years of Service



Lori Hlavin  
Account Clerk Specialist



3 Years of Service



Billy Warren  
Transportation Services Manager



2 Years of Service



Clint Musgrave  
Paramedic



Promotion to Mechanic II - Roger Nasello



Official Pinning Ceremony



Anna Butel  
Administrative  
Services Director



Richard Mooney  
Assistant Chief  
of Operations



Rick Ochs  
Assistant Chief  
of Planning & Logistics



## Recognition of Crew - E263 & M263

- Community member, Leonard Sunde would like to address SFMD Fire Board and Senior Leadership.
- E263 and M263 were dispatched to an adult code at 2400 E. Baseline Avenue on May 5, 2018. Patient's friend reported him feeling light headed and then he collapsed. Friend call 911. AJPD arrived and initiated CPR. E263 started treatment of patient with defibrillation, medications, airway adjuncts and CPR was continued. The patient was transported and regained pulses prior to arriving at Banner Goldfield Medical Center. The patient was later transferred to Banner Baywood Medical Center for continued follow up.



## Recognition continued

- Crew:
- Daniel Elliott
- Joe Stiglitz
- Zachary Leon
- Ryan Rodriquez
- Clint Musgrave (Transportation)
- Sarah Koupal (Transportation)
- Mesa Fire Dispatch: Doris Rashid
- AJPD



## Agenda Item #3

*BOD # 2018-08-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 # 2018-08-03*

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

- Board Meeting Minutes from July 18, 2018
- Board Work Session Minutes from August 1, 2018
- Image Trend Annual Service/Support for Elite Platform and RescueBridge (P.O. #016112 and P.O. #016113)
- SCBA Replacement Bottles



## Agenda Item #5

*BOD #2018-08-04*

Discussion, presentation and possible approval of an updated organizational chart.



## Agenda Item #6

*BOD #2018-08-05*

Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and Superstition Fire & Medical Firefighters Chapter of Local 2260 and possible adoption of Resolution 2018-08-15-13.



# Memorandum of Understanding

Renewal 2018-2019



## MOU Renewal Process

- Collaborative effort of the Labor/Management Group.
- The MOU draft has been sent out to all Unit Members for review.
- Accuracy has been confirmed by the Senior Leadership Team and the Chapter Executive Board.
- Affirms BOD approved wages, benefits, and working conditions
- This MOU will not result in any increase to wages and/or benefits.



## Changes 2018-2019

- Updates to language allowing Transportation personnel to be inclusive as "Unit Members".
- Updated wage scale
- Association dues: MOU allows the District to increase or decrease the amount deducted in accordance with Local 2280 Bylaws.
- Grievance Procedure



## Changes 2018-2019

- Earned Leave Buyout (ELBO) in accordance with §ARS
- Disciplinary Review Board language
- Clarification of the parameters of re-hiring an employee
- FLSA language for TS
- Staffing: No longer compromising E263



## MOU Summary

- Structured collaborative process
- Focuses on areas of agreement, rather than differences.
- Identifies organizational goals
- Provides transparency, enhancing the organization and the service it provides.
- Outlines the rights of the employee and strengthens the rights of Management
- Historical tracking
- One year term from August 2018 to August 2019, unless an intervening financial crisis should occur.



**THANK YOU FOR YOUR CONSIDERATION**  
**QUESTIONS?**



### Agenda Item #7

BOD #2018-08-06

Discussion and possible approval of Resolution #2018-08-15-14 relating to the adoption of a change to the public CPR class fee schedule due the increase of American Heart Association (AHA) cards.



### Agenda Item #8

BOD #2018-08-07

Discussion and possible approval of the U.S. Digital Designs G2 fire alerting system Service Agreement.



### Agenda Item #9

BOD #2018-08-08

#### Reports

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



### Fire Chief Report

Senior Leadership Team (SLT) Summit  
Development of the Operational Plan

Promotional Process  
2 Assistant Chiefs  
1 Administrative Services Director



### Fires – Impact of E263

534 E. Kachina  
F2018063801 (8/11/2018)

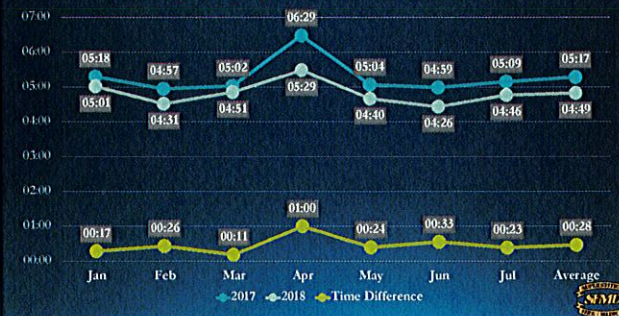
Unit	Response Time	<8 Minutes
E263	2:41	✓
M263	2:47	✓
E261	4:55	✓
B261	5:25	✓
E217	7:31	✓
B202	10:45	

1100 South Warner#3  
F2018059274 (7/24/2018)

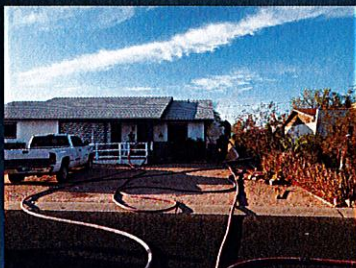
Unit	Response Time	<8 Minutes
E261	4:43	✓
L263	5:26	✓
B261	7:10	✓
E213	8:21	
E212	8:40	



Travel Time with Additional Unit at 263



## Operations Update



August 11, 2018  
 Structure Fire 18-63801  
 534 E. Kachina  
 Kitchen Fire  
 A Shift



## Operations Update Continued



July 26, 2018  
 Structure Fire 18-59274  
 1100 S. Warner #3  
 Defensive Fire  
 B Shift



## Operations Update Continued

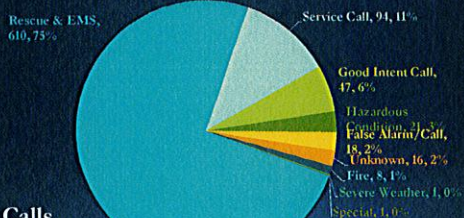
- Wildland Crews Deployed
- Type 6 (Farber, Ferguson & J. Garcia) California
- Assisting Cal Fire
- Type 3 (Logsdon, McCollough, Widick & Rocha)
- Assisting Cal Fire
- Overhead for the State (Tavares) Winthrop, Washington
- Glibert/Crescent Fire



## Wildland Pictures (Type 6 & Type 3)



## Incident Type Categories



Total Calls  
**816**



## Training

- TRT Training (Rock Gym)
  - Ascend fix line, transition and rappel past a knot
  - Discussion on lead climbing, belay equipment & techniques
- Ladder Training
  - 3<sup>rd</sup> Quarter Ladder Training
  - Modern Ladder Behavior
- EMS Training (Off-duty Paramedic CE)
  - Cardio/Cerebral Resuscitation
  - CVA Assessments
  - Crisis Management
  - Mountain Vista Updates




### SFMD Award

- August 15, 2018 at Mountain Vista Hospital
- Stroke Award by American Heart/Stroke Association
- L264 & M264 A Shift & Mountain Vista Hospital
- Stroke Survivor Story
- Briones, McCollough, Wagner, P. Garcia, Overson & DeMarco.
- Video


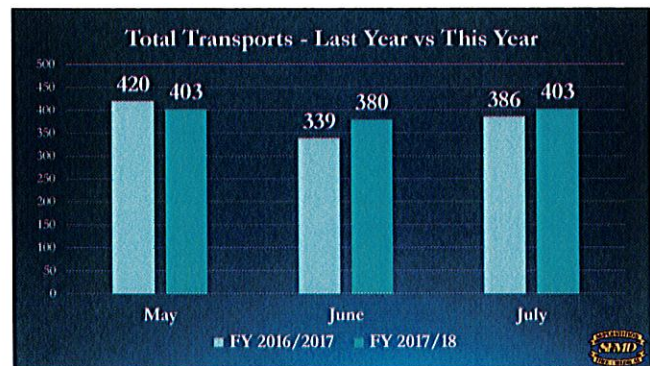


### Planning & Logistics Update

- August 2018 Captain Testing Process completed (Ryan Ledbetter, Bryan Heun, and Dan Elliott)
- September 2018 Implement a 5 Day Work Week in Fleet Services
- Contracts (State Fire and MVH)
- Plan Review – District developments

**Lennar Homes**  
Goldfield Rd & Old West HWY  
• 178 Lots

### Administrative Services Update

- Firefighter Offer Letters Went Out to Transportation Department Members Clint Musgrave and Brian Dover. They will be attending the Recruit Academy in October.
- 6 Part-Time Transportation Services Offer Letters Went Out (2 Paramedics and 4 EMT's).



Kevin "Shorty" Johnston will be entering the DROP 09/14/18. He is our 10<sup>th</sup> member to enter.



### Administrative Services Update

- Telestaff – Testing period for the new version will begin 8/12/18 and end 9/4/18. If all goes well cutover will be 9/10/18.
- To Align Duties More Accurately – Lexipol will be assigned to Administrative Services and the Operational Plan will be moved to the Planning and Logistics Chief.
- The Lexipol Kick Off Meeting is scheduled for August 21, 2018.



### Finance/Accounting Services Update

- Accounting is aggressively processing Wild Land billings to start the payment "clock" as soon as possible.
- Significant out-of-state activity is occurring, and the federal government currently still owes the District \$42,270 from a fire from October 2017.
- Another \$99,016 has been billed related to Wild Land deployments in California in July.
- There are also three (3) deployments that have currently been extended and not yet billed.
- If the District is not paid before the FY19/20 budget is complete, these unpaid federal Wild Land amounts will negatively impact the budget.



### Agenda Item #10

*BOD #2018-08-09*

Possible vote to go into Executive Session. The Board may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice with an attorney regarding the Bourgeois settlement agreement and recent correspondence from Mr. Bourgeois and possible instructions to the District's attorney relating to the same pursuant to ARS §38-431.03(A)(4).



### Agenda Item #11

*BOD #2018-08-10*

Possible instructions to legal counsel regarding the Bourgeois matter.



### Agenda Item #12

*BOD # 2018-08-11*

New Business/Future Agenda Items.



### Agenda Item 13

*BOD #2018-08-n/a*

Announcements



### Agenda Item #14

*BOD # 2018-08-12*

Adjourn

