VERSION 1.1

BOARD OF DIRECTORS MEETING

September 19, 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

September 19, 2018

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, September 19, 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 August 2018 financial reports and bank reconciliations. (BOD #2018-09-01)**

2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-09-02)**

3. **Call to the Public. (BOD #2018-09-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 #2018-09-03):**
   A. Board Meeting Minutes from August 15, 2018
   B. Special Board Meeting Minutes from September 6, 2018
   C. Executive Session Minutes from August 15, 2018

5. **Discussion, presentation, and possible approval of the 2018/2019 Operational Plan and possible adoption of Resolution #2018-09-19-15, formally adopting the 2018/2019 Operational Plan. (BOD #2018-09-04)**

6. **Discussion, presentation and possible direction regarding potential Earned Leave Policy changes. (BOD #2018-09-05)**

7. **Discussion and possible approval of making Engine 263 a permanent Engine Company. (BOD #2018-09-06)**

8. **Reports. (BOD #2018-09-07)**

- **<u>Senior Leadership Team (SLT)</u>:**
  Fire Chief Mike Farber
  Assistant Chief of Emergency Operations Richard Mooney
  Assistant Chief of Planning & Logistics Richard Ochs
  Finance Director Roger Wood
  Administrative Services Director Anna Butel

- **<u>Pension Board:</u> Board Clerk Gene Gehrt**
- **<u>Board Sanctioned Committees</u>**

9. **New Business / Future Agenda Items. (BOD #2018-09-08)**

10. **Announcements (BOD #2018-09-N/A)**

11. **Adjourn (BOD #2018-09-09)**

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: September 18, 2018
At: 1500 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 – September 19, 2018
Agenda Item: 1
BOD#: 2018-09-01

Agenda Item Title
Review and approval of the August 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 August 2018 financial reports and bank reconciliations."

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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 **August 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 Date

Governing Board Meeting – September 19, 2018
Agenda Item: 2
BOD#: 2018-09-02

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

Submitted By
Fire Chief Mike Farber
Assistant Chief Richard Mooney

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.

September Service Anniversaries

33 Years of Service: Fire Chief **Mike Farber**

27 Years of Service: Assistant Chief **Rick Ochs**

26 Years of Service: BSO / Captain / Paramedic **Mike Paul**

20 Years of Service Awards:

Firefighter **Nat Erickson**

Firefighter **Shorty Johnston**

Assistant Chief **Rich Mooney**

Engineer **Jose Sepulveda**

18 Years of Service: Engineer **John Taylor**

16 Years of Service: Engineer **Jim Crowley**

Captain **Craig Halver**

Engineer **Aaron McDonald**

13 Years of Service: Captain **Ruben Briones**

Engineer **Tanner Fox**

Engineer **Rob McMinn**

Firefighter **Randy VandeKrol**

12 Years of Service: Firefighter **Eric Ellsworth**

Captain **Dustin Farber**

Firefighter **Ken Simkins**

1 Year of Service: EMT **Jack Hafer**

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- **Presentation of Check for Jim Crowley by The Hitching Post Saloon**

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Governing Board Meeting – September 19, 2018
Agenda Item: 3
BOD#: 2018-09-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

Governing Board Meeting – September 19, 2018
Agenda Item: 4
BOD#: 2018-09-03

Agenda Item Title

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

A. Board Meeting Minutes from August 15, 2018 – **Appendix A**

B. Special Board Meeting Minutes from September 6, 2018 – **Appendix B**

C. Executive Session Minutes from August 15, 2018

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 September 19, 2018."

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Governing Board Meeting – September 19, 2018
Agenda Item: #5
BOD#: 2018-09-04

Agenda Item Title:
Discussion, presentation and possible approval of the 2018/2019 Operational Plan and possible adoption of Resolution 2018-09-19-15, formally adopting the 2018/2019 Operational Plan.

Submitted By:
Fire Chief Mike Farber
Administrative Director Anna Butel

Background/Discussion:
Fire Chief Mike Farber will present the FY 2018/2019 Operational Plan to the Board.

Financial Impact:
N/A

Enclosure(s):
Resolution 2018-09-19-15
*FY 2018/2019 Operational Plan under separate cover

Recommended Motion:
"Motion to approve the Fiscal Year 2018/2019 Operational Plan and to adopt Resolution 2018-09-19-15 fully adopting the 2018/2019 Operational Report."

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RESOLUTION 2018-09-19-15
Superstition Fire and Medical District Medical
ADOPTING THE 2018/2019 OPERATIONAL PLAN

A RESOLUTION OF THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT, FULLY ADOPTING THE 2018/2019 SFMD OPERATIONAL PLAN.

WHEREAS, the Board acknowledges the importance of having an Operational Plan each Fiscal Year to determine the strategic initiatives set for the year; and

WHEREAS, the Operational Plan continually has linkage to the SFMD Declaration of Ideals, the Code of Conduct, and the SFMD Strategic Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT AS FOLLOWS:

That the Superstition Fire & Medical District Board of Directors fully adopts the 2018/2019 SFMD Operational Plan.

PASSED AND ADOPTED THIS NINETEENTH DAY OF SEPTEMBER 2018 BY THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE 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 – September 19, 2018
Agenda Item: #6
BOD#: 2018-09-05

Agenda Item Title
Discussion, presentation and possible direction regarding potential Earned Leave Policy changes.

Submitted By
Fire Chief Mike Farber

Background/Discussion
This has been a continued discussion between Senior Leadership and the Fire Board Members regarding attempts to minimize sick leave usage while being fiscally responsible to our Shareholders.

Financial Impact(s)/Budget Line Item

Enclosure(s)

Recommended Motion
"N/A"

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Administrative Policy	Series: 102	Volume I:	Administrative Policy
	102.16: Earned Leaves		
	Effective Date:	2005	Revision Date: July 2016
	Approved by:	Administrative Services	

Policy

Full-time, part-time, and contract employees are eligible for various types of leave as provided by the SFMD compensation and benefit plan. Leaves are provided by the SFMD as benefit to its employees for the purpose as specified within these rules.

A. Holiday Leave

The SFMD recognizes ten (10) annual holidays as indicated below:

New Year's Day	***Labor Day***
Civil Rights Day	***Columbus Day***
Presidents Day	***Veterans Day***
Memorial Day	***Thanksgiving Day***
Independence Day	***Christmas Day***

B. Holiday Pay for 56-hour employees

Full time 56-hour employees are provided additional compensation, equal to 12 hours of regular pay, when the employee works their normally scheduled shift on any of the 10 annual holidays listed above.

1. **Work Trades:**
   a. The employee requesting the work trade will receive the additional compensation.
   b. The employee accepting the work trade will not receive the additional compensation.

C. Observance of Holiday for 40-hour personnel

Monday-Thursday Schedule:

1. **Holidays occurring on a Friday or Saturday will be observed on the preceding Thursday.**
2. **Holidays occurring on a Sunday will be observed on the following Monday.**

D. Additional vacation leave (formerly "Floating Holiday")

1. **56-hour employees will receive an additional 24 hours of vacation leave at the beginning of each fiscal year.**
2. **40-hour employees will receive an additional 10 hours of vacation leave at the beginning of each fiscal year.**

SFMD employees must adhere to the "Minimum Vacation Leave" section of the "Vacation Leave Administration" policy shown below.

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Vacation Leave Administration *(updated March 2016)*

Vacation will be granted to all full-time employees under the following circumstances:

A. 56-Hour Employees

1. 56-hour employees will begin to accrue vacation leave from date of hire, and is available for use immediately after receiving their first paycheck.
    a. Emergency Vacation leave is available on a case by case basis and must be communicated with the employee's supervisor prior to use.
2. Employees must have enough accrued hours to cover the entire vacation leave requested.
3. Employees may not schedule vacation leave more than one-year in advance through Telestaff.
4. Employees may not schedule vacation leave based on hours they will accumulate in the future.
5. The vacation block requested must be available and the request should be made at the appropriate time prior to the start of shift/work day depending on the division the employee is assigned.

B. 40-Hour Employees

1. 40-hour employees will begin to accrue vacation leave from their date of hire and is available for use immediately after receiving their first paycheck.
    a. Emergency Vacation leave is available on a case by case basis and must be communicated with the employee's supervisor prior to use.
2. Employees must have enough accrued hours to cover the entire vacation leave requested.
3. Employees may not schedule vacation leave more than one-year in advance.
4. Employees may not schedule vacation leave based on hours they will accumulate in the future.
5. The vacation block requested must be available and the request should be made at the appropriate time prior to the start of shift/work day depending on the division the employee is assigned.

Vacation Leave Guidelines

A. 56-Hour employees

56-hour employees must request vacation leave, within Telestaff, at least 12 hours prior to the start of the requested leave.

1. If it becomes necessary to request vacation time after the 12 hours prior to the start of the requested leave, the employee must contact the BC for consideration and approval.
    a. It is the responsibility of the employee to ensure the vacation leave request is approved on Telestaff, does not have an asterisk (*), and does not exceed the maximum allowable number of personnel for vacation each shift day.
2. Three (3) shift personnel will be authorized to take vacation leave per shift day.
    a. The Battalion Chief will not count against any vacation leave positions.
    b. The CCU Captain will not count against the 3 authorized vacation positions per day. **This is a pilot program and will be reviewed as necessary**
    c. Employees on military leave will not count towards the 3 vacation positions

per day.

3. One (1) Transportation Services Personnel (TSP) will be authorized to take vacation leave per shift day. This spot is independent of other positions and specific only to TSP.
4. SFMD employees on uncompensated leave will not accrue vacation during those pay periods.

B. Vacation request with an Asterisk (*)

1. 56-hour employees may request vacation leave in excess of the three (3) personnel per shift day, but their request will have an asterisk (*) on Telestaff and will be considered to be on a waiting list.
2. Telestaff will time stamp the request. In the case of a cancellation of vacation leave, the employee with the earliest request will be granted the approved vacation leave.
3. The on-duty Battalion Chief, or designee, will update Telestaff and approve the vacation.
    a. It will be the employee's responsibility to notify the on-duty Battalion Chief of any vacation leave cancellations, in order to make any necessary changes or approvals to Telestaff.
4. Telestaff does not automatically approve vacation leave which has an asterisk (*) in the event of a vacation leave cancellation.
    a. It is possible that another employee could take approved (not asterisked) vacation leave while other personnel are on the waiting list. Please be courteous and use good communication when cancelling vacation.
    b. In the event of a vacation leave cancellation which is taken by another employee (not on waiting list), it may become necessary for the Battalion Chief or designee to evaluate the circumstances and determine the rightful employee in which to approve the vacation leave for.

It is important for the Battalion Chief and BSO to monitor the Telestaff roster often in order to anticipate these types of situations.

C. 40-Hour Employees

1. 40-hour civilian/public safety personnel must get supervisor approval for all vacation leave requests.
2. 40-hour civilian/public safety personnel must give at least 12-hour advance notice to their respective supervisor for any vacation leave request.
3. The SFMD employees on uncompensated leave will not accrue vacation during those pay periods.

<u>Minimum Vacation Leave</u>

A. 56-Hour Employees

1. 56-hour employees must schedule vacation leave in a minimum of a 4-hour block and .25 hour increments thereafter.
    a. Exception: hours taken between 1900 and 0700 must be taken as one block.
        i. <u>Requests</u> at or after 1900 hrs must be taken for the entire block.
        ii. Requests for vacation starting prior to 1900 hrs are held to 4 hr block minimum
2. 56-hours employees must use a minimum of 72 hours of scheduled vacation per fiscal

year.

a. If the employee is above the annual vacation leave cap (450 hrs.)
    i. Any unused hours will be subtracted from the hours eligible for an employee's Earned Leave Buy Out (ELBO).
b. If the employee is below the annual vacation leave cap (450 hrs.)
    i. Any unused hours will be subtracted from the employees accrued vacation leave.

B. 40-Hour Employees

1. 40-hour employees must use vacation leave in a minimum of a one (1) hour block and .25 hour increments thereafter.
2. 40-hour employees must use a minimum of 30 hours of vacation per fiscal year.
    a. If the employee is above the annual vacation leave cap (320 hrs)
        i. Any unused hours will be subtracted from the hours eligible for an employee's Earned Leave Buy-Out (ELBO).
    b. If the employee is below the annual vacation leave cap (320 hrs)
        i. Any unused hours will be subtracted from the employees accrued vacation leave.

Vacation Leave Lottery

A. 56-Hour Employees

1. SFMD has identified the following shift days that will be considered a "lottery".
    a. July 4th
    b. Thanksgiving
    c. Christmas Eve
    d. Christmas Day
2. Each January, each shift BC will administer a lottery based draw for each of the holidays which fall on their respective shift(s) during that calendar year.
3. If shift personnel wish to participate, they will be asked to submit an email to their BC with their request to be part of the lottery.
4. The BC should administer the lottery by the end of January or as soon as reasonably possible.
5. The BC will administer the lottery and communicate the results to the entire shift.
6. The BC will contact the Telestaff administrator to place those employees selected by the lottery into Telestaff as approved vacation leave.
7. A lottery list will be maintained by each BC in the case of a vacation leave cancellation or the staffing changes that result in a vacated vacation leave slot.

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Vacation Leave Accumulation & Accrual *(Updated November 2017)*

Months Service	Years Service	40-Hour Civilians		42-Hour Civilians		56-Hour Public Safety & Civilians	
		Hours Per Pay Period	Days Per Year	Hours Per Pay Period	Days Per Year	Hours Per Pay Period	Days Per Year
0-24	0-2	3.97	10.32	4.17	9.04	7.10	7.69
25-36	2-3	4.42	11.49	4.64	10.05	7.48	8.10
37-48	3-4	4.86	12.64	5.10	11.05	7.85	8.50
49-60	4-5	5.31	13.81	5.58	12.09	8.22	8.91
61-72	5-6	5.75	14.95	6.04	13.09	8.60	9.32
73-84	6-7	6.18	16.07	6.49	14.06	8.97	9.72
85-96	7-8	6.62	17.21	6.95	15.06	9.35	10.13
97-108	8-9	7.06	18.36	7.41	16.06	9.72	10.53
109-120	9-10	7.52	19.55	7.90	17.12	10.09	10.93
121-132	10-11	7.96	20.70	8.36	18.11	10.47	11.34
+132	11+	8.40	21.84	8.82	19.11	10.87	11.78

Board Approval:

Gene Gehrt, Board Clerk

November 15, 2017
Date

BOD #: 2017-11-04

Vacation Leave Caps & Earned Leave Buy-Out (ELBO)

56-Hour & 40-Hour Employees

1. The annual cap for accrued vacation leave for 56-hour public safety and civilian employee's hours is 450 hours.
2. The annual cap for accrued vacation leave for 40-hour civilian and public safety employees is 320 hours.
3. Earned Leave Buy-Out (ELBO) will be any vacation hours that are accrued in excess of the established caps.
4. Annual ELBO payouts for vacation leave will be calculated at the employee's current hourly rate as of June 15th each year. Payment of any approved ELBO will occur in the last paycheck of June each year.
5. Vacation leave may not be converted to a dollar amount.

Work Schedule Change

An employee transferred to a different work schedule (56hr vs 40hr) will accrue vacation according to the accrual rate based upon the new schedule.

Separation from Service Payment

Upon separation from service (resignation, termination, retirement) the employee shall be entitled to all accrued vacation leave, paid on an average of their last 5 years on their final paycheck. In case of death, payment shall be paid to the beneficiary or executor of the employee's estate.

Sick Leave (Revised April 2017)

Sick leave with pay is provided as a benefit in recognition that employees contract various illnesses from time-to-time and that their financial resources may be diminished in such instances if pay is discontinued. Moreover, coming to work sick may not be in the best interest of the employee or their fellow employees.

Sick Leave Administration

Sick leave will be granted to all full-time and part-time employees under the following conditions:

A. Earned paid sick time shall be provided to an employee by an employer for an employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

C. Due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:

   1. Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
   2. Services from a domestic violence or sexual violence program or victim services organization;
   3. Psychological or other counseling;
   4. Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
   5. Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

D. For purposes of this policy family member means:

   1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
   2. A biological, foster, step parent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
   3. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
   4. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
   5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

E. Any other reason authorized by Arizona law.

Sick Leave Reporting and Documentation

A. 56-hour employees will not be granted sick leave more than 24 hours prior to the start of a 24 hour shift.

B. 56-hour employees shall report sick leave in Telestaff no later than 0530 the morning of their shift. If the employee is unable to access Telestaff, the employee must contact the on-duty BC/BSO on the BC office phone at 480-982-1750 no later than 0530.

C. 40-hour employees shall notify their immediate supervisor no later than 30 minutes prior to work shift.

D. Sick employees are generally expected to remain at home unless they are hospitalized, visiting their doctor, or acting pursuant to a physician's instructions for care. Employees are prohibited from engaging in any other employment while on sick leave.

E. A medical release from a licensed physician may be required for sick leave absences that exceed three (3) or more consecutive work/shift days. The work release must be submitted to the Assistant Chief of Administrative Services or designee prior to the employees return to work and shall include the nature of the illness or injury, any treatment involved, and if the employee is fit to return to duty.

F. The physician's medical release must be approved by Assistant Chief of Administrative Services, or designee, before the employee may return to work. Medical expenses incurred for this visit are the responsibility of the employee.

G. New-hire probationary employees who must use sick leave anytime during their probationary year may be required to provide an explanation (of their reason for using sick leave) to their immediate supervisor in writing upon returning to work

H. New employees (less than two years employment) who suffer an unforeseen catastrophic or otherwise debilitating illness or injury that requires extensive use of sick leave beyond that which the employee has accumulated may be eligible for an advance in sick leave. Eligible employees must request this benefit through their chain of command. Every effort will be made to provide a reasonable accommodation to employees and each request will be handled on a case-by-case basis.

I. The Fire District reserves the right to require a physician's medical examination (at the Fire District's expense) to confirm an employee's illness/injury or their return to duty fitness. In order to be accountable for the health and welfare of all employees.

    1. 40-hour employees expecting to be on sick leave in excess of two (2) working days must notify their immediate supervisor and provide an estimated return to work date.
    2. 56-hour personnel expecting to be on sick leave in excess of two (2) 24-hour shifts must notify the on-duty BC or BSO on the battalion office phone, in addition to making the necessary changes in Telestaff.

Failure of the employee to follow the Sick Leave Reporting and Documentation procedure may result in the following:

A. First Offense

The employee will be considered absent without leave until he or she arrives at work. 56-hour employees will be assigned a "no pay" status in Telestaff for the period not worked until he or she arrives at work, up to a maximum of 24 hours.

56-hour employees who will potentially be absent without leave beyond the 24 hour maximum will be required to obtain an appropriate work-trade or submit for vacation leave to cover any remaining shift hours unless that person qualifies for sick leave in accordance

with this SOG.

40-hour employees will not be paid for absent time as FLSA non-exempt employees are only paid hours worked.

- First offense employees may also be placed in a corrective action plan, at management's discretion.

B. Second Offense in a 36-month period

The employee will be considered absent without leave until he or she arrives at work. 56-hour employees will be assigned a "no pay" status in Telestaff for the period not worked until he or she arrives at work, up to a maximum of 24 hours.

56-hour employees who will potentially be absent without leave beyond the 24 hour maximum will be required to obtain an appropriate work-trade or submit for vacation leave to cover any remaining shift hours unless that person qualifies for sick leave in accordance with this SOG.

40-hour employees will not be paid for absent time as FLSA non-exempt employees are only paid hours worked.

- The employee should also be subject to a written reprimand and/or progressive discipline when warranted.

C. Third Offense in a 36 month period

The employee will be considered absent without leave until he or she arrives at work. 56-hour employees will be assigned a "no pay" status in Telestaff for the period not worked until he or she arrives at work. 40-hour employees will not be paid for absent time as FLSA non-exempt employees are only paid for their hours worked.

- Employees should also receive a written reprimand and one (24 hr.) shift / (10 hr.) day suspension without pay, to be served as soon as possible. Hours counted previously as "no-pay" will not count toward this requirement. Additionally, the employee should be placed on a one-year disciplinary probation and subject to a "last chance agreement" and may be required to provide a medical release from a physician prior to returning to duty.

D. Fourth Offense in a 36 month period

The employee will be considered absent without leave until he or she arrives at work. 56-hour employees will be assigned a "no pay" status in Telestaff for the period not worked until he or she arrives at work. 40-hour employees will not be paid for absent time as FLSA non-exempt employees are only paid for their hours worked.

- An employee who violates this SOG a fourth time in a 36-month period will be placed on Administrative Leave with pay pending termination.

E. At the discretion of the Fire Chief, employees who exhibit a pervasive pattern of non-compliance with the *Sick Leave Reporting and Documentation* procedure that extends beyond the 36-month timeframe may also be considered a failure to adhere to the policy and therefore subject to any of the aforementioned consequences. Consideration should be given to the number, frequency and nature of the occurrences.

Sick Leave Abuse

The SFMD considers sick leave abuse to be a very serious situation/offense. Excessive sick leave use for example, may be indicative of serious underlying personal or emotional problems, requiring intervention from district leadership or trained peer support professionals. Other forms of sick leave

abuse have the potential to cause significant disruptions to District programs and operations and often result in elevated labor costs.

A. Supervisors are responsible for monitoring the sick time use of employees assigned to them on an on-going basis to ensure that each employee's sick leave usage is within acceptable parameters.

B. Superstition Fire & Medical will periodically conduct a review of sick leave use for all district employees. Excessive or repetitive patterns of use (e.g. used on specific days of the week, sick leave used in combination with other days off, leave used prior to retirement, etc.) may be indications of abuse.

C. Supervisors who identify the existence of a pattern of sick leave use and/or the contention that the alleged pattern indicates abuse are expected to counsel their employee, and if necessary, refer the issue up the chain of command.

D. Where the Fire Chief, or other supervisor, alleges the existence of a pattern of sick leave use and/or the contention that the alleged pattern indicates abuse, such members may be required to participate in a sick leave use meeting.

    1. 56-hour employees will meet with their direct supervisor and the Assistant Chief of Emergency Services, or Fire Chief's designee.
    2. 40-hour employees will meet with their direct supervisor and the Assistant Chief of Administrative Services, or Fire Chief's designee.

E. The purpose of these meetings is essentially an employee "welfare check", in other words, to better understand the conditions driving the excessive use of sick leave and to ensure the employee and/or their family are in an acceptable state of emotional and physical health. Moreover, this time may also be used to: educate employees regarding the proper use of sick leave; assist employees with applying for and using FMLA (when indicated); and educating the employee regarding potential consequences of continued episodes of excessive sick leave and/or sick leave abuse.

F. Because it is sometimes difficult to differentiate between appropriate use of sick leave and sick leave abuse, supervisors may be left to rely on their professional discretion or observations when making this determination. In other cases, metrics may be used to guide management in making the distinction between use and abuse. For instance, employees with greater than two (2) years of service that have a current sick leave balance less then twenty-five percent (25%) of their possible maximum, may be abusing sick leave and therefore required to participate in a sick leave use meeting.

G. Once a meeting has been held, if a justifiable reason for the sick leave balance is identified, the employee will not have to justify their sick leave use for that occurrence. However, if it is determined that the sick leave use was or may be considered sick leave abuse the employee may be placed on an Excessive Sick Leave Use Performance Improvement Plan (PIP).

H. Components of an Excessive Sick Leave Use Performance Improvement Plan may include: periodic meetings with the employee's supervisor and/or members of the employees chain of command; requirement to provide medical release, for their supervisors review, from a physician for any or all uses of sick leave during the timeframe stated in the PIP; being precluded from receiving overtime.

I. Failure by a supervisor to adequately address the issue of excessive sick leave use with their employee shall be considered a failure to perform his/her supervisory duties.

Top of Document

J. Failure to adhere to the Performance Improvement Plan, further occurrences of abuse or egregious incidents of abuse may be grounds for discipline, up to and including termination.

Duty to Act

Any employee becoming aware or having knowledge of misuse of sick leave should notify their immediate supervisor immediately. Subsequently, any supervisor receiving notification of a potential SOG violation should immediately report the notification to their direct supervisor.

Sick Leave Accumulation and Accrual *(Updated November 2017)*

A. 40-hour civilian and public safety employees will earn sick leave at rate of 4.64 hours per pay period.

B. 42-hour employees will earn sick leave at a rate of 4.87 hours per pay period.

C. 56-hour public safety employees will earn sick leave at a rate of 6.25 hours per pay period.

D. Effective July 1, 2017; Part-Time employees will accrue 1 hour of sick leave per each 30 hours worked.

E. During pay periods of uncompensated leave, such as no-pay situations, suspension or leave of absences, sick leave will not be accrued.

Board Approval:

Gene Gehrt, Board Clerk

November 15, 2017
Date

BOD #: 2017-11-04

Sick Leave Caps and Payouts

A. The annual cap for accrued sick leave for 56-hour public safety employee's hours is 1,460 hours.

B. The annual cap for accrued sick leave hours for 40-hour civilian and public safety employees is 1040 hours.

C. Annual board approved ELBO payouts for sick leave hours accrued over the established caps will be calculated at the employee's current hourly rate as of June 15th each year. Payment of any approved ELBO will occur in the last paycheck of June each year.

D. Board approved ELBO payouts for accrued sick leave below the cap, as of the employees official retirement date, will be paid at 50% of the individual's accrued total sick leave hours, with the employees hourly rate being calculated as the average hourly rate for the five years preceding the employees approved (official) retirement date.

E. Board approved ELBO payouts for accrued sick leave above the cap, as of the employees official retirement date, will be paid at 60% of the individual's accrued total sick leave hours, with the employees hourly rate being calculated as the average hourly rate for the five years preceding the employees approved (official) retirement date.

F. Retirement is defined as retiring from PSPRS or ASRS.

G. No accrued sick leave will be paid upon resignation or termination.

Leave Donation

This SOG establishes a program for the donation of accrued leave to employees who, due to a serious illness or injury to self or immediate family have used all accrued paid time off, need further time off, and work in a full-time capacity.

A. An employee can submit a request in writing to his/her supervisor to be placed in the Leave Donation Program when the employee has less than 40 combined hours remaining in all paid time off categories. Requests must then be forwarded to the appropriate Assistant Chief.

B. Any SFMD Assistant Chief or designee may approve the employees request to participate in the Leave Donation Program for an employee with the employee's verbal or written consent.

C. To qualify, employees must have an approved Family Medical Leave (FMLA) case, an FMLA case pending approval or other special medical circumstance.

D. If an FMLA case is denied the employee may, at the Fire Chief's discretion, be removed from the Leave Donation program.

E. When a qualified SFMD employee has exhausted all other leave, members of the SFMD may transfer their personal vacation or sick leave hours to the requesting employee.

F. Upon approval, the Assistant Chief of Administrative Services or designee will notify the organization by email that an employee has qualified for donated leave.

G. Employees wishing to donate leave must notify the Assistant Chief of Administrative Services in writing to authorize the donation of leave hours.

H. No more than fifty percent of the donating employee's leave may be gifted to another employee.

I. Eligible donations will remain confidential. However, a copy of the donor's request will be placed in their employee file.

J. An employee may not donate leave time to their immediate supervisor unless special circumstances exist that may be considered and authorized by the Fire Chief or designee.

K. Donations will be made hour for hour. For example, one (1) hour of donated leave will be debited from the donors account and credited to the receiving employees leave bank. All donated leave will be given in one (1) hour increments.

L. Upon returning to work, any unused donated leave shall be credited back to the donating employee(s).

M. The Fire Chief or designee may make exceptions for employees who do not meet the written criteria for enrollment in the donated leave program. Exceptions will be issued in writing and signed by the Fire Chief or designee.

Summary

The SFMD is committed to providing a competitive employee benefit package and paid sick leave is an important component of that. SFMD encourages and supports the use of sick leave when it meets the spirit and intent of this SOG. It also offers a market competitive program that rewards employees who responsibly manage sick leave accruals throughout their career.

The misuse and abuse of sick leave, or any of its related programs, may have serious implications to both the employee and the organization. For example, misuse and abuse of sick leave may result in

depleted staffing levels, diminished productivity, significant overtime costs, reduced training capacity, as well as adverse personnel actions such as corrective-action and discipline.

Governing Board Meeting – September 19, 2018
Agenda Item: #7
BOD#: 2018-09-06

Agenda Item Title
Discussion and possible approval of making Engine 263 a permanent Engine Company.

Submitted By
Fire Chief Mike Farber

Background/Discussion
The Engine 263 Pilot program was extremely successful in reducing response times by 39 seconds District wide. In addition, this unit was instrumental in vastly improving the District's ability to meet the NFPA 1710 standards for emergency response and has led to a decrease in fire loss while improving survivability.

With the additional unit at Station 263 and the approval of the SAFER Grant for additional staffing, the District will request the Insurance Service Office (ISO) to re-evaluate SFMD's Public Protection Classification (PPC) rating. With the increase in manpower and the improved NFPA compliance, the District should receive the PPC rating of a class two. A PPC class 2 rating would put the District in the top 3% in the country and reduce both commercial and residential property owner insurance premiums.

Financial Impact(s)/Budget Line Item
The SAFER Grant should significantly reduce overtime and provide sustainability in the future.

Enclosure(s)

Recommended Motion
"Motion to make Engine 263 a permanent Engine Company"

Go To Item 8

Go to Agenda

Governing Board Meeting – September 19, 2018
Agenda Item: 8
BOD#: 2018-09-07

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 9

Go to Agenda

Governing Board Meeting – September 19, 2018
Agenda Item: 9
BOD#: 2018-09-08

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 10

Go to Agenda

Governing Board Meeting – September 19, 2018
Agenda Item: 10
BOD#: 2018-09-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 11

Go to Agenda

Governing Board Meeting – September 19, 2018
Agenda Item: 11
BOD#: 2018-09-10

Agenda Item Title
Adjournment

Recommended Motion:
"Motion to adjourn the Board meeting."

Go to Agenda

Appendix A

A. Board Meeting Minutes from August 15, 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)
August 15, 2018 Board Meeting Minutes

Superstition Fire & Medical District

Phone (480) 982-4440 ~ sfmd.az.gov

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

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

Fleet & Facilities Services
1455 East 18th 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)

<u>August Employee Service Anniversaries were recognized:</u>
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
    - 3rd 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 10th 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

Appendix B

A. Special Board Meeting Minutes from September 6, 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)
September 6, 2018 Special Board Meeting Minutes

Superstition Fire & Medical District

Phone (480) 982-4440 ~ sfmd.az.gov

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

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

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

Governing Board Meeting Minutes
September 6, 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 THURSDAY, SEPTEMBER 6, 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 1:30 PM.

A. Call to Order
Chairman House called the meeting to order at 1:30 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, Director Larry Strand and Director Jason Moeller were in attendance.

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

Board Secretary Sherry Mueller was also present for the meeting.

1. Discussion and possible approval of the lease agreement with Apache Junction Unified School District. (BOD #2018-09-01)

Fire Chief Mike Farber discussed the amended lease agreement with Apache Junction Unified School District giving SFMD the ability to sublease the Regional Training Center (RTC) property. The AJUSD raised the rent from $18,000 per year to $36,000 per year, increasing each year by 5%. One of the provisions for subleasing is that they also want 30% of what SFMD receives from subleasing the property. Currently, the Arizona Department of Forestry is occupying some space at the Regional Training Center. Chief Farber would like to move all employees who are currently in the Administrative Building to the RTC.

Chief Farber will also explore the possibility to lease space to an Air Ambulance company that could be housed in the BC quarters. The BC quarters may possibly be moved to the Annex. SFMD is also interested in purchasing the RTC from AJUSD.

The new lease would start in September 2018 and go through June 30, 2022. The exit clause is 365 day notice for either party.

Director Cross had concerns that if AJUSD is making money from us on this lease, what is their incentive to actually sell the property to us? Director Cross would like to see an addendum to this lease agreement where some of the monies (30%) would go towards a lease-purchase of this property.

Director Cross wants us to have some serious discussions regarding a lease purchase of this property.

Director Moeller had concerns that they will want full value for the property.

Clerk Gehrt had concerns that there is no incentive to sell us the building. We are making all the repairs and they are making money on us so where is the incentive to sell? Clerk Gehrt said the solution may be to have a clause in this agreement where there is a drop-dead date as to when they have to sell us the property. Another concern is that they have new Board Members coming in that are already saying they want to keep those buildings.

Fire Chief Farber said he would draft an addendum to this agreement and send to our attorney for review. Then provide it to the SFMD Board Members. If the Board approves, he will provide the addendum to Apache Junction Unified School District to go along with this agreement.

Motion by Director Cross to approve the amended lease agreement between SFMD and Apache Junction Unified School District regarding the Regional Training Center (RTC).

Seconded by Director Strand.

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

2. **Call to the Public. (BOD #2018-09-N/A)**
   No requests from anyone in the Public to speak.

3. **Announcements (BOD 2018-09-02)**

   Fire Chief Farber announced that Assistant Chief Rick Ochs is meeting with Core Construction to look at the possibility of remodeling the Regional Training Center. Also possibly moving the Battalion Chiefs closer in to town and what it would cost to relocate them to the Annex.

4. **Adjourn (BOD #2018-09-03)**

Motion by Director Strand at 2:05 p.m. to adjourn the meeting. **Seconded** by Director Moeller and Clerk Gehrt.

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

Governing Board Approval:

_____

Gene Gehrt, Board Clerk

Sherry Mueller