Governing Board Meeting Minutes
October 17, 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, OCTOBER 17, 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

The Pledge of Allegiance was led by Chairman House.

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Gene Gehrt, Director Jeff Cross, Director Jason Moeller and Director Larry Strand.

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

Legal Counsel Gene Neil was in attendance, along with Board Secretary and HR Generalist Sherry Mueller.

1. Review and approval of the September 2018 financial reports and bank reconciliations. (BOD #2018-10-01)

Motion by Director Cross to approve the September 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 #2018-10-02)

October Employee Service Anniversaries were recognized:

19 Years:
  Engineer / Paramedic Mitch McCollough
  Captain / Paramedic Craig Horvath
  Captain / Paramedic Dave Pohlmann
  Captain / Paramedic Jeremy Rocha

11 Years:
  Firefighter / Paramedic Sammy Ramirez
  Firefighter Chris Robson
  Captain / Paramedic John Walka

4 Years:
  Firefighter / Paramedic Jason Chapman
  Firefighter Joe Stiglitz
  Firefighter Sean Matuszewski
  Firefighter Andrew Tryon
  Firefighter / Paramedic Jay Nelson
  Firefighter Colt Weddell
  Firefighter Casey Schreiner

3 Years:
  Firefighter Wes Fimbrez
  Firefighter Trey Schow
  Firefighter Trace Leggett
  Fire Mechanic II Roger Nasello

2 Years: Emergency Medical Technician Sarah Koupal

1 Year: Emergency Medical Technician Chris Wohlforth

Official Pinning Ceremony – Engineer
Engineer Ryan Ledbetter
Engineer Bill Tavares

3. Call to the Public. (BOD #2018-10-N/A)
No requests from anyone in the Public to speak.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2018-10-03):

   A. Board Meeting Minutes from September 19, 2018
   B. 2019 Gold Canyon Arts Festival Medical Staffing Agreement
   C. The Pre-Planners GIS Agreement
   D. Purchase of Cradle Point
   E. Agreement with The Salt River Project

Motion by Director Strand to approve all consent agenda items.

Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays, MOTION PASSED.

5. Discussion and possible adoption of Resolution #2018-10-17-17, formally adopting the Pinal County Community Wildfire Protection Plan. (BOD #2018-10-04)

Fire Chief Mike Farber introduced Wade Brannon from Pinal County Emergency Management. Assistant Chief Rick Ochs explained to the Board that Pinal County is asking for our support. There is no binding obligation on our end and the agreement would bring some benefit and protection to our area of Pinal County.

Wade Brannon explained to the Board that this is a cooperative planning agreement between Pinal County, Federal agencies and the State Department of Fire & Forestry Management. The purpose of the agreement is a communications planning document regarding fuel treatments and fire management within wildland, urban and interface areas. This agreement does not obligate SFMD to anything. Apache Junction is identified as a low risk area community.

Motion by Director Strand to adopt the Pinal County Community Wildfire Protection Plan formally adopting Resolution #2018-10-17-17.
Seconded by Director Cross

Vote 5 ayes, 0 nays. MOTION PASSED.

6. Discussion and possible approval of the Affidavit of Compliance for the Board of Supervisors in Pinal and Maricopa Counties. (BOD #2018-10-05)

This is a housekeeping item regarding A.R.S. §16-229 stating that SFMD has complied with the Federal and State Election laws for the 2018 elections.

Motion by Director Moeller to approve the Affidavit of Compliance stating that the SFMD has complied with all Federal and State election laws and to direct staff to send the Affidavit of Compliance to both Pinal and Maricopa Counties.

Seconded by Director Cross

Vote 5 ayes, 0 nays. MOTION PASSED.


Fire Chief Mike Farber presented the 2017/2018 Annual Report to the Board. He pointed out some of the highlights in the annual report beginning with the Pilot Program for Engine 263 adding a second Engine in January 2018. We implemented quarterly Captains training conferences. The self-inspection program was rolled out last year in 2017 for low hazard to businesses. We created and implemented an employee growth and development evaluation process. We onboarded two Firefighters, a Mechanic and eleven Transportation Services employees.

Administrative Services Director Anna Butel added that we had 5,068 transports last year, which is an 18% increase from the previous year. Response time and the ambulance collection rate both increased. Transportation Services was awarded the general rate increase from the Arizona Department of Services. Over the last 5 years we brought in approximately $3 million through State and Federal Grant funding. Most notably, this year we received the SAFER Grant, which will allow us to onboard new Firefighters. Training hours are up 39% from previous the year.

Motion by Clerk Gehrt to approve the 2017/2018 Annual Report and adoption of Resolution #2018-10-17-16, formally adopting the 2017/2018 Annual Report.

Seconded by Director Strand.

Vote 5 ayes, 0 nays. MOTION PASSED.
8. Discussion and possible approval of the Pinal County Community College District Affiliation Agreement. (BOD #2018-10-07)

Assistant Chief Rick Ochs said this agreement has been a mere handshake for the last several years. Central Arizona College has provided us with funding (approximately $6,400) every year to put one of our employees in a Paramedic class. In exchange for that, SFMD allows their Paramedic students to ride on our apparatus and complete there vehicular time. The only thing that has changed is they have asked to have this agreement in writing.

Motion by Director Strand to approve the Pinal County Community College District Affiliation Agreement.

Seconded by Director Cross and Clerk Gehrt.

Vote 5 ayes, 0 nays. MOTION PASSED.

9. Discussion and possible action to change the date and/or time of the November, 2018 Board of Directors Meeting. (BOD #2018-10-08)

Fire Chief Mike Farber explained that due to the November Board Meeting being the day before Thanksgiving, they may wish to move the November 2018 Board Meeting to an alternative date and time.

Motion by Clerk Gehrt to change the date and/or time of the November Board Meeting to Tuesday, November 20, 2018 at 5:30 p.m.

Seconded by Director Strand.

Vote 5 ayes, 0 nays. MOTION PASSED.
10. Reports. (BOD #2018-10-09)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- General Rate Increase thanks to Roger Wood and Billy Warren’s hard work
- ISO – Evaluation in December 2018
- Life Safety Council & TRWC Board Updates
- Captain Conference (9/12/2018) completed by Chief Ruiz

Assistant Chief of Emergency Operations Richard Mooney

- E263-A Stand-by for AJHS Homecoming Bonfire
- Type 1 Tactical Tender deployed to Walden, Colorado
  - Crew: Captain Logsdon and Engineer Wolfe
- A-Shift assisted an injured hiker off of Silly Mtn. on October 10th.
- Residential Structure Fire at 715 E. Linda Ave. on October 6th.
- Training:
  - 4th Quarter Ladder Training; TRT Ladder Operations at Scottsdale Training Center
  - EMS Training; Airway Lab CE Provided by Air Evac Services, October 15th & 29th
  - TRT Training; End of Year Drills at Scottsdale Training Center

Assistant Chief of Planning & Logistics Richard Ochs

- Oct. 20th Frontier ACE Hardware Home Safety Event
- Oct. 25th CCR/AED City of AJ Employees
- Oct. 27th City of AJ Halloween Event
- Nov. 3rd Superstition Mountain Museum Family Day Event
- Residential development at Idaho & Junction, and Superstition & Apache Tr.
- Transportation Services update

Administrative Services Director Anna Butel

SAFER Grant Update

- SFMD has requested to take 7 of the 12 firefighters in the original grant
- Therefore, for the next 3 years SAFER requires that SFMD has a minimum of 90 operational firefighters on staff during the performance period of 2/28/19 - 2/28/22
- Open recruiting has been posted on our Website & closed at 5pm today
- Candidates have already taken a written test and passed the CPAT
- Next step: go through all of the applications/resumes and invite 50 candidates for interviews scheduled throughout November
Administrative Services Continued

- The best 24 candidates will be invited to the Intern Academy on Dec 14th & 15th
- The final piece will be a Chiefs interview on 12/20/2018

Finance Director Roger Wood

- FY 2017 / 2018 financial audit fieldwork will begin on November 12, with delivery of the final audit report to the Board at the January Board meeting.
- General Rate Increase for Transportation Division

Pension Board

Clerk Gene Gehrt gave a Pension Board update. He stated that Brian Wyatt will be entering the DROP on October 31, 2018. His DROP date is October 31, 2023. We have two more individuals who will be entering the DROP this year. They are currently still working on paperwork. There is one more individual who will be entering the DROP early next year.

Board Sanctioned Committees

- N/A

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

  None.

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

  None.

13. Adjourn (BOD #2018-10-11)

  **Motion** by Director Cross at 6:25 PM to adjourn the meeting.
  
  **Seconded** by Clerk Gehrt.
  
  **Vote** 5 ayes, 0 nays. **MOTION PASSED.**
Governing Board Approval:

[Signature]

Gene Gehrt, Board Clerk

Sherry Mueller
Superstition Fire & Medical District
Governing Board Meeting
Wednesday, October 17, 2018
5:30 pm

Agenda Item #1
BOD # 2018-10-01

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

Agenda Item #2
BOD # 2018-10-02

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

Phoenix Fire Academy 10/15/18

Brian Dover
Firefighter Recruit / Paramedic

Clint Musgrave
Firefighter Recruit / Paramedic

Phoenix Fire Academy

Kevin Montgomery
Firefighter Recruit / EMT

Dustin Farber
Captain / RTO

Phoenix Fire Academy
October 15, 2018 – January 25, 2019
Badge Pinning Ceremony

Ryan Ledbetter
Engineer / Paramedic

Bill Tavarese
Engineer / Paramedic

Agenda Item #3

BOD # 2018-10 n/a

Call to the Public

ARS 38.431.01 F 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 questions 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 any matter raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
Agenda Item #4  
**BOD #2018-10-03**

Consideration and possible approval of all consent agenda items listed below:
- Board Meeting Minutes from September 19, 2018
- 2019 Gold Canyon Arts Festival Medical Staffing Agreement
- The Pic Planners GIS Agreement
- Purchase of Cradle Point
- Agreement with Salt River Project

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Agenda Item #5  
**BOD #2018-10-04**

Discussion and possible adoption of Resolution #2018-10-17-17 formally adopting the Pinal County Community Wildfire Protection Plan.

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Agenda Item #6  
**BOD #2018-10-05**

Discussion and possible approval of the Affidavit of Compliance for the Board of Supervisors in Pinal and Maricopa Counties.

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The 2018 Pinal County Community Wildfire Protection Plan can be found online at:

pinalcountyaz.gov/EmergencyManagement
Agenda Item #7
BOD #2018-10-06


SERVICE DELIVERY ENHANCEMENTS

On January 8, 2018, SFMD embarked on a new strategy to enhance service delivery, ensure survival rates, reduce fire spread, and lessen firefighter fatigue. This came by the way of adding a second unit to Station 263, non-housing both an Engine and Ladder Company.

The purpose of adding a second unit is to prioritize an identified community risk with the integration and strategic allocation of emergency response resources to reduce negative impacts.

In recent years, response data has shown Station 263 to be our busiest station, and often times, units were subjected to a “standby” condition, meaning the crews were running call after call with very little down time in between. When a unit is so busy running calls all day at some point it affects response times due to firefighter fatigue or because they are not responding from the stations but rather from the location of the last call. With the second unit at Station 263, the impact on response times has been significant.

During the pilot study it was identified early on that response times decreased significantly. From January through June, the average response time decreased from 39 seconds.

ANNUAL STATISTICS

Incident Type Categories

- Service Call, 881, 9%
- Good Intent Call, 616, 7%
- Unknown, 422, 4%
- Fire, 176, 2%
- False Alarms Call, 173, 2%
- Natural Disaster, 42, 1%
- Special, 29, 2%
- Severe Weather, 2, 0.2%
- Other/Unspecified, 1, 0.1%

Total Incidents: 9,620

SERVICE DELIVERY ENHANCEMENTS

Travel Time with Additional Unit of Station 263

ANNUAL STATISTICS

Accomplishments

- The second unit out of Station 263 has added much improved response times district-wide.
- SFMD delivered the first full-fledged employee engagement training plan program.
- SFMD delivered a newly updated EMT training and first aid.
- SFMD conducted a total of 092 training sessions.
- SFMD successfully conducted two Firefighter, one Paramedic, and Officer Standardized Training Services workshops.
- SFMD awarded a new vacant high and moderate risk, high and moderate risk, and high risk to the employees.

Average Response Time

4:38

This is a 12% decrease from last year’s 5.07.
Agenda Item #8
BOD #2018-10-07
Discussion and possible approval of the Pinel County Community College District Affiliation Agreement.

Agenda Item #9
BOD #2018-10-08
Discussion and possible action to change the date and/or time of the November 2018 Board of Directors Meeting:
* Tuesday, November 20, 2018 at 5:30 p.m.
* Wednesday, November 21, 2018 at 1:30 p.m.

Agenda Item #10
BOD #2018-10-09
Reports
- Senior Leadership Team
- Labor
- Pension Board
- Board Sanctioned Committees

Fire Chief Report
- General Rate Increase
- ISO - Evaluation in December 2018
- Life Safety Council & TRWC Board Updates
- Captain Conference (9/12/2018) completed by Chief Ruiz

Operations Update
- A Shift E-263
- Stand-by
- AJHS Homecoming Bonfire
Operations Update

- Wildland Type 1 Tactical Tender
- Wolfe & Logsdon
- Walden, Colorado

Operations Update

- October 10, 2018
- A-Shift
- Injured Hiker Rescue
- Silly Mountain

Operations Update

- Residential Structure Fire
- October 6, 2018
- 751 E. Linda Ave.
- Structure Value $199,000 Structure Lost $5,000 Contents Lost $1,000
- Dispatched: 0437
- 1st Unit On Scene: 0431 (1:26)
- 2nd Unit On Scene: 0431 (1:26)
- 3rd Unit On Scene: 0431 (1:26)
- On Scene B/D: 0434
- 4th Unit On Scene: 0435 (1:26)

Incident Type Categories

- Service Call, 193, 19%
- False Alarm, 6, 0.8%
- Unknown, 15, 2%
- Fire, 5, 0.6%
- Special Incident, 4, 0.5%
- Hazardous Condition, 3, 0.4%
- Total Incidents: 765

Training

- 4th Quarter Ladder Training
- TRT Ladder Operations
- Scottsdale Training Center

- EMS Training
- Airway Lab CL
- Training Provided by Air Force Services
- Off Duty Training October 19 & 29

- TRT Training
- End of Year Drill
- Scottsdale Training Center

Planning & Logistics Update

- Oct. 20th City of AJ Mud Run
- Oct. 20th Frontier ACE Hardware Home Safety Event
- Oct. 25th CCR/AED City of AJ Employees
- Oct. 27th City of AJ Halloween Event
- Nov. 3rd Superstition Mountain Museum Family Day Event
Administrative Services Update

SAFER Grant Update
- SFMFD has requested to take 7 of the 12 firefighters in the original grant.
- Therefore for the next 3 years SAFER requires that SFMFD has a minimum of 29 operational firefighters on staff, during the performance period of 2/24/15 through 2/23/18.
- Open recruiting was posted & closed today at 3pm.
- Candidates have already taken a written test and passed the CPST.
- Next steps go through all of the application/cover letters to invite 60 candidates for interviews scheduled through out November.
- The top 24 candidates will be invited to the Intern Academy on Dec 14th & 15th.
- The final piece will be a Chief's interview on 1/20/2016.

Finance/Accounting Services Update

FY 2017/2018 financial audit fieldwork will begin on November 12th, with delivery of the final audit report to the Board at the January Board meeting.

Agenda Item #11
BOD #2018-10-10
New Business/Future Agenda Items

Agenda Item 12
BOD #2018-10-n/a
Announcements
Agenda Item #13
BOD # 2018-10-11
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Total: $53.05

Payments/Credits: $0.00

Balance Due: $53.05