



# 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  
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**Fleet & Facilities Services**  
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## Governing Board Meeting Minutes

December 19, 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, DECEMBER 19, 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

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

### B. Pledge of Allegiance

The Pledge of Allegiance led by Director Cross.

### C. Roll Call

Board Members in attendance were Acting Chairman Larry Strand, Director Jeff Cross and new Board Member Kathleen Chamberlain. Board Member Jason Moeller attended via conference call. Board Member Todd House was absent.

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, Administrative Services Director Anna Butel, and Finance Director Roger Wood. Legal Counsel William Whittington attended, along with Board Secretary and HR Generalist Sherry Mueller.

### 1. Review and approval of the November 2018 financial reports and bank reconciliations. (BOD #2018-12-01)

**Motion** by Director Cross to approve the November 2018 financial reports and bank reconciliations.

**Seconded** by Director Chamberlain.

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

### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-12-02)

November Employee Service Anniversaries were recognized:

**18 Years:**

*Firefighter / Paramedic **July Ritschel***

December Employee Service Anniversaries were recognized:

**26 Years:**

*Engineer **John Suniga***

**6 Years:**

*Fire Mechanic II **George Nasello***

### 3. Call to the Public. (BOD #2018-12-N/A)



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None.

#### 4. Consideration and possible approval of all consent agenda items listed below (BOD #2018-12-03):

- A. Board Meeting Minutes from November 20, 2018
- B. Renewal Insurance for 7710 for 2019
- C. Disposition of Surplus Property – 2014 iPad 2
- D. Heritage Days Apacheland Reunion Staffing Agreement
- E. Renaissance Limited Contract
- F. The Preplanners Agreement
- G. Disposition of Surplus Property – Computer Equipment

**Motion** by Director Cross to approve all consent agenda items.

**Seconded** by Director Chamberlain.

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

#### 5. Discussion and possible action to appoint the SFMD Board of Director's Chair and Clerk positions. (BOD #2018-12-04)

Acting Board Chairman Larry Strand nominated Board Member Todd House for the Chairman position. No one else was nominated for the position of Board Chairman.

**Motion** by Director Cross to approve Board Member Todd House as SFMD Board Chairman.

**Seconded** by Board Member Kathleen Chamberlain.

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

Director Jason Moeller nominated Board Member Kathleen Chamberlain as SFMD Board Clerk. No one else was nominated for the position of Board Clerk.

**Motion** by Director Moeller to approve new Board Member Kathleen Chamberlain as SFMD Board Clerk.

**Seconded** by Director Cross.

**Vote** 3 ayes, 1 nays. **MOTION PASSED.**

ayes: Acting Chairman Larry Strand  
Director Jeff Cross  
Director Jason Moeller

nays: New Board Member Kathleen Chamberlain





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### **6. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members. (BOD #2018-12-05)**

Fire Chief Mike Farber stated this is a house-keeping item that we do every year. No Board Members stated a conflict of interest in the meeting.

### **7. Discussion and possible approval of the 2019 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD #2018-12-06)**

Fire Chief Mike Farber stated this is a housekeeping item we do every December, which lists the upcoming meetings for 2019. Both will be sent to the Pinal and Maricopa County Board of Supervisors for record per A.R.S. They will also be posted on our website as well as at our Administrative office, Regional Training Center and in the Community Room Lobby at Station 264.

**Motion** by Director Chamberlain to approve filing of the 2019 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. **Seconded** by Director Cross.

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

### **8. Review and possible approval of the Maricopa County Elections Department canvass of the Fire Board Election on November 6, 2018 ballot. (BOD #2018-12-07)**

Lori Medaris from Maricopa County's Board of Supervisors Office sent the official clerk cert confirming the 2018 General Election Canvass was approved by the Board of Supervisors on November 26, 2018.

Votes were as follows:

Kathleen Chamberlain – 36

Gene Gehrt – 22

Todd House – 33

**Motion** by Director Cross to approve the November 6, 2018 Official Canvass of the Election results for Maricopa County. **Seconded** by Director Chamberlain and Director Moeller.

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

### **9. Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2019/2020 SFMD Revenue and Expenditure Budget. (BOD #2018-12-08)**

Fire Chief Mike Farber stated this item is for our annual planning budget process. Finance Director Roger Wood gave a brief update providing an overview of when important dates will impact the Board. The dates align with regular Board Meetings that are scheduled between now and July 2019. At each one of the Board Meetings, more information on the budget will be provided and issues will be discussed. The tentative budget will be presented for review and approval at the June 19, 2019 Board Meeting. It will then go out to the public for a minimum of a 20-day review and comment period. We will formally adopt the new budget (if everyone is in agreement) at the July 17, 2019 Board Meeting. The calendar is to provide an overview of dates that will impact the Board. There will be a subsequent, much more detailed calendar that Budget Managers will work on with Senior Leadership to stay on track and meet requirements.



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**Motion** by Director Chamberlain to adopt the Fiscal Year 2019/2020 budget planning calendar as presented and schedule a July Governing Board Meeting for Wednesday, July 17, 2019 at 5:30 p.m. when the 2019/2020 Fiscal Year Budget will be adopted. **Seconded** by Director Cross.

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

## 10. Discussion and possible action regarding transferring funds for the January 1, 2019 debt service interest payment. (BOD #2018-12-09)

Finance Director Roger Wood stated we have a GADA Bond that was placed in 2006. We are responsible for semi-annual interest payments and annual principal payments. We have an interest payment that is due to J.P. Morgan Chase on January 1, 2019 in the amount of \$66,662.61. More than sufficient funds are available in the interest fund account to make the payment.

**Motion** by Director Cross to authorize the payment by executing a letter of direction to Pinal County Treasurers Office to wire transfer funds for the GADA Debt Service Interest payment on or before December 27, 2018 due to J.P. Morgan Chase on January 1, 2019. **Seconded** by Director Chamberlain.

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

## 11. Discussion and possible approval of Pinal County Treasurer's Office and Wells Fargo Bank signature authority. (BOD #2018-12-10)

Finance Director Roger Wood stated that this item is a house-keeping item to remain up-to-date with our district bank account with the names of our newly elected board members and to remove the name of our retiring board member.

**Motion** by Director Chamberlain to approve the Pinal County Treasurer's Office Combined Resolution and the Wells Fargo Authorization Certificate and Amendment to Commercial Account Signature Card documents to reflect the current Governing Board Members. **Seconded** by Director Cross.

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

## 12. Discussion and possible approval of the following policies (BOD #2018-12-11):

- 100 Fire Service Authority
- 101 Chief Executive Officer
- 102 Oath of Office
- 103 Policy Manual
- 203 Training Policy
- 204 Liability Claims
- 205 Electronic Mail

Administrative Services Director Anna Butel said we have been working on our new policy manual through the Lexipol software. The Board Members will have a month to review these policies and approve the following month. The above policies are all foundational policies in chapter 1 and some in chapter 2.

**Motion** by Director Chamberlain to approve policies 100 – 103 and 203 – 205 for the new Lexipol policy manual. **Seconded** by Director Cross.

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





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13. Discussion, presentation and possible approval of the following Policies: 206-Administrative Communications; 202-Interim Directives; 207-Minimum Staffing Levels; 200-Organizational Structure; 103-Policy Manual brought for review at the December 19, 2018 Board Meeting for final approval at the January 16, 2019 Board meeting.

No Motion

14. (BOD #2018-12-13)

## **Reports Senior Leadership Team (SLT):**

### Fire Chief Mike Farber

- ISO – Rating in June 2019
- East Valley Charities – Todd House, Mike Farber, Andrew Tryon – Golf Tournament
- Staffing Improvements

### Assistant Chief of Emergency Operations Richard Mooney

- Intern Academy (Dec. 14<sup>th</sup> & 15<sup>th</sup>)
  - Captain Gomez – Officer in Charge
  - Engineer Ledbetter – Lead Instructor
- Tender Operation Drill for ISO
  - Engineer Christensen was Lead Engineer and set up the operation
  - BC White had oversight
  - Firefighter McKinney filed the operation
  - Major Medical MVA at Broadway & Meridian on December 15<sup>th</sup>  
5 patients, 2 Immediate with extrication
- TRT Planning for 2019 training schedule
- Fire Training-Intern Academy & Incident CN=MD Training
- EMS Training – 6 week CE Training & ACLS (January)

### Assistant Chief of Planning & Logistics Richard Ochs

- 12/1 City of AJ Holiday Event & Light Parade
- 12/8 Santa Deliver to Angel Tree Party at Gold Canyon Community Church
- 12/9 American Legion Chili Cook Off – Crew were judges
- 12/15 Head Start Holiday Outreach at Station 265. Began with Toy Drive on 12/1
- 12/17 Meridian RV Park Firefighter Dinner
- 12/20 Santa Deliver to Boys & Girls Club Christmas Party
- 12/21 264 Lead Montessa Golf Cart Parade
- Kauffman Homes 40-acre parcel at Cortez and Baseline Road (258 Homes)

### Administrative Services Director Anna Butel

- 2019 AFDA Winter Conference January 17-19th
- Mike Paul will entered the DROP – (12/31/2023)
- Sean Matuszewski was selected to attend CAC's Paramedic Program in January 2019



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## Finance Director Roger Wood

- FY1718 Financial Audit is complete, will be presented to the Board at the January 2019 Board meeting for review and approval.
- Approved Financial Audit must be submitted to the State of Arizona before January 31, 2019 to ensure the District gets to share in the Fire Protection Insurance Premium Tax refund that is worth \$100,000+ in revenue for the District.
- FY1718 Annual Review and Cost Recovery Report (ARCR) is being prepared for delivery to DHS before December 31, 2019.

## Pension Board

N/A

## Board Sanctioned Committees

N/A

## **15. New Business / Future Agenda Items. (BOD #2018-12-14)**

None.

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

None.

## **17. Adjourn (BOD #2018-12-15)**

**Motion** by Director Cross at 6:15 PM to adjourn the meeting. **Seconded** by Director Chamberlain

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

## **Governing Board Approval:**

Board Clerk Kathleen Chamberlain  
*Sherry Mueller*




Superstition Fire & Medical District  
Governing Board Meeting  
Wednesday, December 19, 2018  
5:30 pm





Agenda Item #1  
BOD # 2018-12-01

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



Agenda Item #2  
BOD # 2018-12-02

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




18 Years of Service




July Ritschel  
Firefighter / Paramedic (DOH: 11/13/2000)




26 Years of Service



John Suniga  
Engineer



6 Years of Service



George Nasello  
Fire Mechanic II





### Agenda Item #3

*BOD # 2018-12-11/a*

#### Call to the Public

A.R.S. §38-431.01(11) 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 # 2018-12-03*

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

- a. Board Meeting Minutes from November 20, 2018
- b. Renewal Insurance for 7710 for 2019
- c. Disposition of Surplus Property – 2014 iPad 2
- d. Heritage Days and Apacheland Reunion Staffing Agreement
- e. Renaissance Limited Contract
- f. The PREPLANNERS Agreement
- g. Disposition of Surplus Property – Computer Equipment



### Agenda Item #5

*BOD #2018-12-01*

Discussion and possible action to appoint the SFMD Board Chair and the Board Clerk positions.



### Agenda Item #6

*BOD #2018-12-05*

Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members.



### Agenda Item #7

*BOD #2018-12-06*

Discussion and possible approval of the 2019 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings.



### Agenda Item #8

*BOD #2018-12-07*

Review and possible approval of the Maricopa County Elections Department canvass of the Fire Board Election on November 6, 2018 Ballot.





## Agenda Item #9

*BOD #2018-12-08*

Review and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2019/2020 SFMD Revenue and Expenditure Budget.



## Agenda Item #10

*BOD #2018-12-09*

Review and possible action regarding transferring funds for the January 1, 2019 debt service interest payment.



## Agenda Item #11

*BOD #2018-12-10*

Discussion and possible approval of Pinal County Treasurer's Office and Wells Fargo Bank signature authority.



## Agenda Item #12

*BOD #2018-12-11*

Discussion and possible approval of the following Policies:

- 100- Fire Service Authority
- 101- Chief Executive Officer
- 102- Oath of Office
- 103- Policy Manual
- 203- Training Policies
- 204- Liability Claims
- 205- Electronic Mail

Brought for review at the November 20, 2018 Board Meeting for final approval at the December 19, 2018 Board Meeting.



## Agenda Item #13

*BOD #2018-12-12*

Discussion and possible approval of the following Policies:

- 206 – Administrative Communications
- 202 – Interim Directives
- 207 – Minimum Staffing Levels
- 200 – Organizational Structure
- 103 – Policy Manual

Brought for review at the December 19, 2018 Board Meeting for final approval at the January 16, 2019 Board Meeting.



## Agenda Item #14

*BOD #2018-12-13*

### Reports

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





## Fire Chief Report

- ISO
- East Valley Charities - Todd House, Mike Farber, Andrew Tryon – Golf Tournament
- Staffing Improvements

	2016 (22 Suppression)	2017 (22 Suppression)	2018 (26 Suppression)
Full Staffing Hours	192,720	192,720	208,416
Unfilled Hours	45,967	36,283	17,933
% of Unfilled	24%	19%	9%



## Operations Update



- Intern Academy
- December 14 & 15
- Captain Gomez Officer in Charge
- Engineer Ledbetter Lead Instructor



## Operations Update



- Tender Operation Drill for ISO
- Engineer Christensen was lead engineer and set up the operation.
- BC White had oversight
- Firefighter McKinney filmed the operation.
- Number of our members volunteered and assisted with the operation.



## Operations Update



- Major Medical MVA
- Broadway & Meridian
- Saturday December 15<sup>th</sup>
- 2018-99084
- A Shift
- 5 patients, 2 Immediate with Extrication.



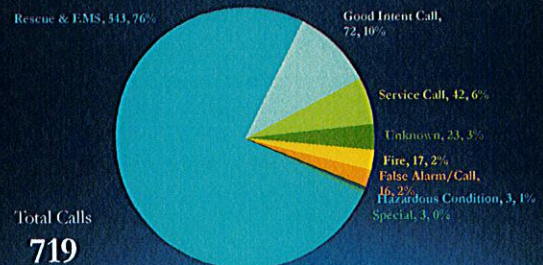
## Training Update



- TRT Planning for next year's training schedule.
- BC Cranmer and Captain Mike Paul attended the meeting
- Fire Training Intern Academy & Incident Command Training
- EMS Training- 6 week CE Training & ACLS (Jan)



## Incident Type Categories





## Planning & Logistics, Community Events

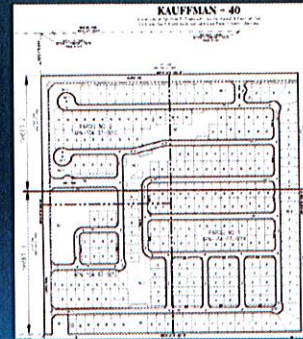
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- 12/17 Meridian RV Park Firefighter Dinner
- 12/20 Santa is delivered to Boys & Girls Club Christmas Party
- 12/21 264 Leads Montessa Golf Cart Parade



## Planning & Logistics

### Kauffman Homes 40-acre parcel

- Cortez and Baseline Road
- 258 Homes



## Administrative Services Update

- 2019 AFDA Winter Conference January 17, 19<sup>th</sup>
- Mike Paul will enter the DROP – (12/31/2023)
- Sean Matuszewski was selected to attend CAC's Paramedic Program in January 2019



## Finance/Accounting Services Update

- FY1718 Financial Audit is complete, will be presented to the Board at the January 2019 Board meeting for review and approval.
- Approved Financial Audit must be submitted to the State of Arizona before January 31, 2019 to ensure the District gets to share in the Fire Protection Insurance Premium Tax refund that is worth \$100,000+ in revenue for the District.
- FY1718 Annual Review and Cost Recovery Report (ARCR) is being prepared for delivery to DHS before December 31, 2019.



## Agenda Item #15

BOD # 2018-12-14

New Business/Future Agenda Items



## Agenda Item 16

BOD #2018-12-n/a

Announcements



Agenda Item #17

*BOD # 2018-12-15*

Adjourn

Merry Christmas and Happy New Year!

