



Superstition Fire & Medical District

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

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Governing Board Meeting Minutes

February 20, 2019

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, FEBRUARY 20, 2019. 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 led by Director Strand.

C. Roll Call

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

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

Legal Counsel William Whittington and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the January 2019 financial reports and bank reconciliations. (BOD #2019-02-01)

Motion by Director Strand to approve the January 2019 financial reports and bank reconciliations.

Seconded by Director Moeller.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-02-02)

Special Recognition:

Retired Fire Captain/Paramedic **Mike Gregorie** – Presented with a Life Saving Award

Responding Crew: Captain/Paramedic Mark Castaneda, Engineer John Christensen, Firefighter/Paramedic Dave Endres, Firefighter Sean Matuszewski, Paramedic Crystal Martin and EMT Jake Leshner.



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February Employee Service Anniversaries were recognized:

- Paul Perkins, Captain/Paramedic – 29 Years of Service
- Anna Butel, Administrative Services Director – 19 Years of Service
- Carlos Rivera, Captain/Paramedic – 19 Years of Service
- Vaughn Croshaw, Fleet Services Manager – 10 years of Service
- David Endres, Firefighter/Paramedic – 6 Years of Service
- Monte Fuller, Firefighter – 6 Years of Service
- Anthony Martinez, Firefighter – 6 Years of Service
- Chris Furgeson, Firefighter/Paramedic – 6 Years of Service
- Eileen Blackstone, EMS Coordinator – 3 Years of Service
- Sherry Mueller, Human Resources Generalist – 3 Years of Service
- Crystal Martin, Paramedic – 1 year of Service

3. Call to the Public. (BOD #2019-02-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-02-03):

- A. Board Meeting Minutes from January 16, 2019
- B. Work Session Minutes from January 28, 2019
- C. Renewal of Contract for Property and Casualty Insurance Service

Motion by Director Moeller to approve all consent agenda items.

Seconded by Director Cross.

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

5. Discussion of the Fiscal Year 2019/2020 Tax Abstract for Pinal and Maricopa Counties, and its impact on the development of the Fiscal Year 2019/2020 Revenue Budget. (BOD #2019-02-04)

Finance Director Roger Wood stated that we received information from Pinal and Maricopa County regarding the NAV FY19/20. Our NAV (Net Asset Value) went up 5.26%. The NAV increase that we received from Pinal and Maricopa County represents approximately \$650,000 for the General Fund. The NAV increase of 5.26% for the 200 Fund (Capital Fund) is worth an additional \$50,472 in tax revenues. We still have not heard from Salt River Project (SRP). SRP's NAV will be coming to us in March, which will be approximately \$5000. This is informational only and no action is required by the Board.



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6. Discussion and possible approval of Resolution #2019-02-20-01 for the annexation of the Kauffman Homes properties. (BOD #2019-02-05)

Fire Chief Mike Farber said Kaufman Homes will be building over 250 homes in 2019 in Apache Junction and want to be annexed into the District. This will mean over \$100,000 in revenue for the District. The City of Apache Junction unanimously approved this annexation. This must also be brought to the SFMD Board for approval. If approved, the Kaufman Homes will become a part of the district 30 days after your approval.

Motion by Director Strand to approve Resolution #2019-02-20-01 for the annexation of the Kauffman Homes properties.

Seconded by Director Cross.

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

Fire Chief Mike Farber asked that before we move on to the next item, he would like to recognize some individuals for an incident we had with AJPD Captain Mullander. Due to the quick thinking of Paramedic Joe Potter, Firefighter Nat Erickson and EMT Jack Hafer, they were instrumental in saving the life of Captain Mullander.

7. Discussion and possible approval of annexation of the Arizonian properties. (BOD #2019-02-06)

Fire Chief Mike Farber said the owner of the Arizonian Properties is anxious to be annexed into the District. We have started the application process for this to happen. We will be adding this item to the March 2019 Board meeting.

8. Discussion, presentation and possible approval of the following Policies brought for review at the January 16, 2019 Board Meeting for final approval at the February 20, 2019 Board Meeting. (BOD #2019-02-07)

- 201 - Emergency Action Plan & Fire Prevention
- 210 - Solicitation of Funds
- 318 - Safe Haven Newborn Law
- 321 - Scene Preservation
- 322 - Child Abuse
- 323 - Disposition of Valuables
- 324 - Carrying of Weapons on Duty
- 325 - Performance of Duties
- 326 - Adult Abuse
- 327 - Traffic Collisions



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- 328 - Line of Duty Death & Serious Injury Investigations
- 329 - National Fire Incident Reporting System (NFIRS)
- 332 - Grocery Shopping On-Duty

The Board of Directors were provided with a revised copy of policy 332 – Grocery Shopping On-Duty, which had been slightly modified from the original version.

Motion by Director Cross to approve policies Emergency Action Plan & Fire Prevention, Solicitation of Funds, Safe Haven Newborn Law, Scene Preservation, Child Abuse, Disposition of Valuables, Carrying Weapons on-Duty, Performance of Duties, Adult Abuse, Traffic Collisions, Line-of-Duty Death & Serious Injury Investigations, National Fire Incident Reporting System (NFIRS) and Grocery Shopping on-Duty.

Seconded by Director Strand.

Vote 5 ayes, 0 nays. MOTION PASSED.

9. Discussion and presentation of the following Policies Brought for review at the February 20, 2019 Board Meeting for final approval at the March 20, 2019 Board Meeting. (BOD #2019-02-08)

- 1000 – Recruitment and Selection
- 1002 – Promotions and Transfers
- 1003 – Positions
- 1004 – Classification Specifications
- 1006 – Fire Officer Development
- 1007 – Educational Incentives
- 1010 – Emergency Recall
- 1012 – Discriminatory Harassment
- 1013 – Conduct and Behavior

Board review only. No Motion.

10. Discussion and possible approval of Sick Leave Buy-Out at the time of retirement. (BOD #2019-02-09)

Fire Chief Mike Farber began with an overview of previous discussions on the subject of Sick Leave Buy-Out with the Board. He discussed previous years and hours of sick time used going back to Fiscal Year 2011/2012. In April 2014, Telestaff went into effect. With Telestaff, instead of calling in sick, employees could just go into Telestaff and use sick time. In Fiscal Year 2014/2015, we went from 100% sick time buyout to 60% sick time buyout at the time of retirement. Sick time usage steadily increased after Fiscal Year 2014/2015. The overall perception of our employees was that our sick leave is not worth what it used to be.



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Overtime costs began to increase as sick time usage increased. We believe that changing the sick time buyout back to 100% (at the time of retirement) may decrease sick time usage and decrease overtime costs. If we were to decide to do this, it wouldn't cost the District anything for 2 years. Over a five-year period, it would cost the District \$244,000 considering all those in DROP at this time.

Clerk Kathleen Chamberlain is concerned that we do not really know if this will impact the use and/or abuse of sick time. We don't really know what the impact in 2021 will be, which may be significant. Clerk Chamberlain thinks we should put a committee together to come up with some other possible ideas that would reduce the use of sick time abuse (if it is occurring), not encourage people that are sick to not use their sick time, while at the same time come up with a payout system for those who are not using sick time.

Director Cross agreed with Clerk Chamberlain on all the points that she made and we should form a committee to explore alternatives. Director Cross supports the Galveston plan/process, which may be expensive, but so would a 100% buyout. Director Strand also agrees that a committee should be formed before we make any decisions.

Captain John Walka (VP Labor Union) and Director Moeller supports the 100% buyout.

No Motion was made. Chairman House directed Staff to form a committee and bring more options back to the Board in the April 2019 Board meeting.

11. Discussion and possible approval regarding the District's PSPRS Pension Funding Policy #2019-02 (House Bill 2097) effective on July 1, 2019. (BOD #2019-02-10)

Fire Chief Mike Farber stated that this is for the purpose of transparency to the public on how we plan to fund our pension going forward, which is a requirement of House Bill 2097. This will be reviewed on an annual basis.

Motion by Director Strand to approve the District's PSPRS Annual Pension Funding Policy #2019-02 in accordance with House Bill 2097 and ARS §38-863.01

Seconded by Director Cross.

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



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12. Reports (BOD #2019-02-11)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Station 264 and Chaplain Doubt served a homeless man and his dog by feeding them and Chaplain Doubt drove the man and his dog to Globe, where he needed to go.
- Calvin Leung, owner of the Arizonian, agreed to annexation of the Arizonian for next month's Agenda
- Safety Audit – great review
- All employee evaluations have been completed for the first time in more than 20 years.
- Labor and management with Chief Duran on the RBO process
- Served as a judge for a talent show
- New Recruits start February 25th
 - Chris Wohlforth, Mark Nelson, John Rankin, Matt Leon

Assistant Chief of Operations Richard Mooney

- Golden Sun RV Resort
 - Bake Potato Bar – 200 attendees
 - Donated \$1400 to Wildland Div.
 - A-Shift E263/B261 accepting
- Phoenix Recruit Academy Graduation; January 25th
 - Clint Musgrave
 - Brian Dover
 - Kevin Montgomery
 - RTO; Captain Dustin Farber
- MVA at San Marcos & Broadway, January 29th
 - All three Probationary Firefighters were at the scene (First 3N1)
- January 24th: Dryer Fire at 1540 S. Tomahawk – KOA
- February 18th: Structure Fire at 2175 W. Southern – Defensive Fire
- TRT Training
 - Rope Rescue with new Petzel Belay System

Assistant Chief of Planning & Logistics Richard Ochs

- Work has begun on our new Pierce Engine
- Risk Management Report – McNeil & Co.
- Campground USA (Tomahawk and US60)
- Bela Corona development (area of Ironwood and Southern)
- February; approx. 400 sixth grade students will learn Hands Only CPR
- February 9th Participated in the City of AJ Outdoor Expo
- February 16th First Aid with AJ Little League Coaches
 - Captain Rivera and Crew
- February 23rd SFMD to Lead Lost Dutchman Days Parade
- February 21-24 Serving as EMS Provider for LDD Rodeo



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- February 28th SFMD Hosting Arizona Fire & Burn Educators Association Quarterly Meeting/Training at the RTC.

Administrative Services Director Anna Butel

- Deputy Chief Testing Process; March 26, 2019
- Benefits Kick Off Meeting; February 26, 2019
- Dave Bowen and Brian Olsen hired as new TSP 42 Hour EMT's

Finance Director Roger Wood

- 2018 Worker's Compensation Audit is complete.
 - District owed an additional \$3,272, which equates to an additional 2.1% of budgeted total.
- Capital Replacement Schedule Update meeting planned for February 26th.
 - Summary presented to Board at March BOD meeting.
- Refinancing Bond forecasts being prepared.
 - Pay off early?
 - Results presented to Board at March BOD meeting.

Pension Board

N/A

Board Sanctioned Committees

N/A

- 13. Executive Session for discussing the Bourgeois letter. The Board may vote to go into executive session pursuant to §ARS 38-431.03(A)(3) for discussion or consultation for legal advice and possible instructions to the District's attorney relating to the same pursuant to §ARS 38-431.03(A)(4). (BOD #2019-02-12)**

Note: Executive Sessions are confidential pursuant to ARS 38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

Motion by Director Strand to go into Executive Session 6:40 PM pursuant to §ARS 38-431.03(A)(3) for legal advice with an attorney regarding the Bourgeois letter and possible instructions to the District's Attorney relating to the same pursuant to §ARS 38-431.03(A)(4).

Seconded by Director Moeller.

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

- 14. Possible instructions to legal counsel regarding the Bourgeois letter. (BOD #2019-02-13)**

The Board reconvened into the Public Session at 6:59 PM.



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

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

15. New Business / Future Agenda Items. (BOD #2019-02-14)

Add Sick Leave committee results on the April 2019 Board Agenda.

16. Announcements (BOD #2019-02-N/A)

The Lost Dutchman Days Parade is on Saturday 2/23/19). Any Board Member who would like to ride on the Fire Engine during the Parade is welcome to do so.

17. Adjourn (BOD #2019-02-15)

Motion by Director Strand at 7:02 PM to adjourn the meeting. **Seconded** by Director Cross.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller