

VERSION 1.0
April 17, 2019



BOARD OF DIRECTORS MEETING

APRIL 17, 2019

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

TODD HOUSE, BOARD CHAIRMAN

KATHLEEN CHAMBERLAIN, BOARD CLERK

JEFF CROSS, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR



Superstition Fire & Medical District

Board of Directors Meeting Agenda

April 17, 2019

Mission Statement

Preserve Life ~ Protect Property ~ Add Value to *OUR* Community

The Board will hold a meeting on Wednesday, April 17, 2019. 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 March 2019 financial reports and bank reconciliations. (BOD #2019-04-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-04-02)**
- 3. Call to the Public. (BOD #2019-04-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 #2019-04-03):**
 - A. Board Meeting Minutes from March 20, 2019
- 5. Discussion and possible approval of the recent work session for *The Working Group*. (BOD #2019-04-04)**
- 6. Discussion and possible approval of a Nationwide 401(a) plan. (BOD #2019-04-05)**
- 7. Discussion and possible approval of the updated Procurement Policy. (BOD #2019-04-06)**
- 8. Discussion and possible approval of the Sick Leave Committee Meetings results. (BOD #2019-04-07)**

9. Discussion, presentation and possible approval of the following Policies brought for review at the March 20, 2019 Board Meeting for final approval at the April 17, 2019 Board Meeting. (BOD #2019-04-08)

- 1001 Performance Evaluations
- 1005 Career Tracks
- 1008 Tuition Reimbursement
- 1009 Reporting for Duty
- 1011 Overtime
- 1016 Personal Projects On-Duty
- 1017 On-Duty Voting in Statewide Elections
- 1018 Personnel Records
- 1019 Commendations & Meritorious Service
- 1021 Wellness & Fitness Program
- 1023 Critical Incident Stress Debriefing
- 1024 Workplace Violence
- 1025 Lactation Breaks

10. Discussion and presentation of the following Policies brought for review at the April 17, 2019 Board Meeting for final approval at the May 15, 2019 Board Meeting. (BOD #2019-04-09)

None for this month

11. Reports. (BOD #2019-04-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

Assistant Chief of Emergency Operations Richard Mooney

Assistant Chief of Planning & Logistics Richard Ochs

Administrative Services Director Anna Butel

Finance Director Roger Wood

12. 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 for employment educational requirements policies. (BOD #2019-04-11)

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

13. Discussion and possible action re: employment educational requirements policies. (BOD #2019-04-12)

14. New Business / Future Agenda Items. (BOD #2019-04-13)

15. Announcements (BOD #2019-04-N/A)

16. Adjourn (BOD #2019-04-14)

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: April 11, 2019

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 – April 17, 2019

Agenda Item: 1

BOD#: 2019-04-01

Agenda Item Title

Review and approval of the March 2019 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), Bond Proceeds (300), 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), Bond Proceeds (300), 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 March 2019 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 **March 2019**:

1. Financial Statement
2. Bank Reconciliations
 - a. General (100) Fund
 - b. Transport Services (150) Fund
 - c. Capital Projects (200) Fund
 - d. Bond Proceeds (300) Fund
 - e. Special Projects (400) Fund
 - f. Debt Principle (500) Fund
 - g. Debt Interest (600) Fund

Todd House, Board Chair

Date



March 2019

Governing Board Meeting – April 17, 2019

Agenda Item: 2

BOD#: 2019-04-02

Agenda Item Title

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

Submitted By

Fire Chief Mike Farber

Assistant Chief Rick Ochs

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.

Award Presentation for Firefighter of the Year Ryan Ledbetter

**Award Presentation for Transportation Services Employee of the Year
Ryan Tonelli**

Promotion to Deputy Chief – Jeff Cranmer

April Service Anniversaries:

15 Years of Service:

Tina Gerola – Community Risk Reduction Specialist

2 Years of Service:

Ryan Tonelli - Paramedic

1 Year of Service:

Michael Bigg - Paramedic



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Governing Board Meeting – April 17, 2019

Agenda Item: 3

BOD#: 2019-04-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



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Governing Board Meeting – April 17, 2019

Agenda Item: 4

BOD#: 2019-04-03

Agenda Item Title

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

- A. Board Meeting Minutes from March 20, 2019 – **Appendix A**

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 April 17, 2019.”



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Governing Board Meeting – April 17, 2019

Agenda Item: #5

BOD#: 2019-04-04

Agenda Item Title

Discussion and possible approval regarding the recent Work Session discussion of *The Working Group*.

Submitted By

Chairman Todd House

Background/Discussion

The Board may need to vote on a decision(s) depending upon the results of the Work Session discussion regarding *The Working Group*.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Recommended Motion

"TBD"



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Governing Board Meeting – April 17, 2019

Agenda Item: #6

BOD#: 2019-04-05

Agenda Item Title

Discussion and possible approval to direct Staff to pursue the implementation of a 401(a) retirement plan through Nationwide.

Submitted By

Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion

Staff has been attempting to implement a 401(a) plan for employees to use to better manage the tax impact of Earned Leave Buy-Out (ELBO) payments from the District. A 401(a) plan is an employer-sponsored retirement plan that allows dollar- or percentage-based contributions from the employer, the employee or both. A 401(a) plan may provide for either mandatory pre-tax employee contributions or voluntary employee after-tax contributions. 401(a) plans are normally offered by government agencies, educational institutions, and non-profit organizations rather than by corporations.

In simplest terms, SFMD employees have wanted a “Mesa-like” plan that allows a 0% “ghost option” contribution rate over an employee’s career, yet allows that same employee to contribute up to the annual maximum at the end of their career to manage the taxes on their final ELBO payment.

The vague nature of previous IRS pronouncements left the District open to the risk of plan reversal should the IRS deem the District’s 401(a) plan inappropriate. However, recent new IRS pronouncements have sufficiently reduced that risk so that Nationwide now feels the District can successfully implement its own 401(a) plan. Nationwide still recommends the District seek a determination letter from the IRS to provide assurances that the use of the mandatory employee contribution source, with the 0% ‘ghost account’ option, would meet the permanent and ongoing requirement necessary for those employees to receive the accumulated sick and vacation pay as a contribution to the 401(a). This review is subject to the availability of IRS resources, and may take several years to complete.

The maximum annual contribution limit for 2019 is \$56,000 for employees who meet eligibility rules. The 401(a) plan is intended to be a supplemental to the District’s existing 457(b) Deferred Compensation Plan. The 401(a) and 457(b) plans would be independent from a contribution limit perspective, meaning an employee could contribute the maximum to their 457(b) account and the maximum to their 401(a) account in the same tax year with penalty. In a situation where the employee has a large ELBO payment to be contributed to the 401(a) on their behalf, the mandatory employee contribution, if any, would apply first, then the ELBO contribution up to the limit. If there is excess ELBO it will be paid as wages, which can then be deferred to the 457(b) plan if the annual limit has not already be reached.

Highlights of parameters expected to be in the District’s 401(1) plan from Nationwide include:

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1. The District 401(a) plan would provide for the 0% “ghost option” contribution throughout a person’s employment at SFDM, and yet allows them to deposit up to the legal IRS limit into their 401a account at the end of their career to shelter a significant, if not all, of their vacation and sick leave pay out amount.
2. The 401(a) plan would contain language making it mandatory for an SFMD employee to make an irrevocable “condition of employment” election specifying their level of gross wages participation (0%, 1%, 3%, 5%, 10%, 15%) throughout the entire length of his/her career at the District.
3. Contributions to the 401(a) plan would come from the employees’ gross wages, and be contributed by the District on the employee’s behalf (therefore this is called a pick up plan). This would provide the means for the employee to not have to pay FICA taxes on their 401(a) contributions while being made, nor on their withdrawals after retirement.
4. SFMD would need to set up a 401(a) plan with two (2) classes of employees to differentiate between public safety (firefighters) who are not subject to FICA withholding, and civilian employees who are. The overall benefits of the plan would be the same for both classes; the two classes merely allows for the segregation of those who are and those who are not currently subject to FICA withholding.
5. SFMD would need to establish a Service Requirement for participation.
 - a. For example, existing employees would be need to wait 90 days before making their irrevocable election. If the plan goes into effect on 7/1/19, that means they would need to make their election by 9/30 to go into as part of the first full pay period after 10/1/19. (Actual dates are to be determined.)
 - b. For new hires, they would need to wait until 31 days after finishing their one-year probation period of employment before they would be allowed to participate. They would need to turn in their election before the 31st day to begin participation as part of the first full pay period after the 31st day.
6. SFMD would create a plan that includes a loan plan against the employee’s 401(a) balance.

Staff recommends the Board direct Staff to continue efforts to implement 401(a) retirement plan through Nationwide.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Comparison: Governmental Retirement Plan Types and IRAs (for informational purposes only)

Recommended Motion

“Motion to direct Staff to pursue the implementation of a 401(a) retirement plan through Nationwide.”

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**To learn more or discuss your options
call a Nationwide Retirement Specialist
at 855-463-4977**



¹ IRS.gov. If you have multiple retirement plans, there may be a limit to the amount you can contribute amongst them. Call us to learn more.

This chart is intended as general information may vary. If there is a discrepancy between this chart and the plan document, the plan document will govern. Investing involves market risk, including possible loss of principal. Nationwide and its representatives do not give legal or tax advice. Please contact your legal or tax advisor for such advice. Retirement Specialists are registered representatives of Nationwide Investment Services Corporation, member FINRA.

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NRM-0145M2.12 (11/18)



Comparison: Governmental Retirement Plan Types and IRAs

Questions	457(b) Deferred Compensation Plan	401(a) Defined Contribution Plan	401(k) Defined Contribution Plan	403(b) Tax Sheltered Annuity Plan	Nationwide IRA	Nationwide Roth IRA
How are contributions made?	Traditional 457(b) — pre-tax payroll deduction. Roth 457(b) — after-tax payroll deduction may be allowed. Pre-tax employer contributions are allowed and count against the amount participants can contribute.	Pre-tax contribution may be made on your behalf by your employer. Mandatory employee 414(h) "picked up" contribution may be required. Voluntary after-tax contributions may be allowed.	Traditional 401(k) — pre-tax payroll deduction. Roth 401(k) — after-tax payroll deduction may be allowed. Pre-tax contribution may be made on your behalf by your employer in the form of matching and/or discretionary contributions.	Traditional 403(b) — pre-tax payroll deduction. Roth 403(b) — after-tax payroll deduction may be allowed. Pre-tax contribution may be made on your behalf by your employer in the form of matching and/or discretionary contributions.	Contributions may be fully or partially deductible. While contributions come out of your bank account, you may be able to take a deduction when you file taxes, depending on your circumstances.	Contributions are after tax. Funds are withdrawn from your bank account.
What is the maximum contribution permitted? ²	Lesser of 100% of compensation or \$19,000 if you are under age 50. Generally if you are age 50 or older, you can contribute up to \$25,000. Higher limits may be available in certain cases.	The lesser of 100% of compensation or \$56,000.	Lesser of 100% of compensation or \$19,000 if you are under age 50. Generally if you are age 50 or older, you can contribute up to \$25,000. Higher limits may be available in certain cases.	Lesser of 100% of compensation or \$19,000 if you are under age 50. Higher limits may be available in certain cases.	\$6000 if under age 50. \$7000 if age 50+. Contributions to Traditional and Roth IRAs can be made up to aggregate \$6,000 if under 50 and \$7,000 if 50 or over. <i>Note: You cannot contribute in or after the tax year that you reach age 70½.</i>	\$6000 if under age 50. \$7000 if age 50+. Contributions to Traditional and Roth IRAs can be made up to aggregate \$6,000 if under 50 and \$7,000 if 50 or over. <i>Note: Contributions can be made to your Roth IRA regardless of your age.</i>
Can I make contributions after the tax year has ended?	No	No	No	No	Yes (deadlines do apply though)	Yes (deadlines do apply though)
How often may I change my contribution amount?	Generally unlimited, subject to timing restrictions.	If voluntary after-tax contributions are allowed, employees may elect to change those contributions.	Generally unlimited	Generally unlimited	After meeting the minimum contribution amount to establish your account, you can make additional contributions of any amount up to the maximum contribution permitted until you reach the annual contribution limit established the IRS.	After meeting the minimum contribution amount to establish your account, you can make additional contributions of any amount up to the maximum contribution permitted, at any time, until you reach the annual contribution limit established the IRS.
May I roll over or transfer money from other retirement plans to this account?	Yes, but some restrictions do apply.	Yes, but some restrictions do apply.	Yes, but some restrictions do apply.	Yes, but some restrictions do apply.	Yes, but some restrictions do apply.	Yes, but some restrictions do apply.
May I transfer the plan assets to purchase service credit with a governmental Defined Benefit plan?	Yes, if both your retirement plan and the governmental defined benefit plan allow for the transfer.	Yes, if both your retirement plan and the governmental defined benefit plan allow for the transfer.	Yes, if both your retirement plan and the governmental defined benefit plan allow for the transfer.	Yes, if both your retirement plan and the governmental defined benefit plan allow for the transfer.	Yes, as long as your governmental defined benefit plan allows for the transfer.	No
When may I begin retirement withdrawals from my account?	Generally when you separate from service regardless of age.* <i>*If are still employed or have rolled over from a previous account, some exceptions may apply.</i>	Generally when you separate from service. Certain restrictions may apply and vary by plan.	Generally when you separate from service or reach age 59 ½.	Generally when you separate from service or reach age 59 ½.	At any time.	At any time.
Will my withdrawals be taxed?	Yes, pre-tax dollars are subject to ordinary income tax and generally, no additional early withdrawal tax will apply. Rollover amounts from a previous account or money in a Roth 457(b) may be subject to an additional 10% early withdrawal tax. Earnings from Roth 457(b) contributions may be subject to ordinary income taxes if certain conditions are not met.	Yes, withdrawals are subject to ordinary income tax and if you are under age 59 ½ an additional 10% early withdrawal tax may apply.	Yes, withdrawals are subject to ordinary income tax and if you are under age 59 ½ an additional 10% early withdrawal tax may apply.	Yes, withdrawals are subject to ordinary income tax and if you are under age 59 ½ an additional 10% early withdrawal tax may apply.	Yes, withdrawals are subject to ordinary income tax and if you are under age 59 ½ an additional 10% early withdrawal tax may apply.	Generally, withdrawals are not taxed. However, federal tax law is complex. Before making any decisions, please consult your tax or financial advisor.
May I change my withdrawal option? <i>Check with your tax advisor to discuss your specific situation.</i>	Generally yes, you can start, stop, or change your withdrawal option at any time. <i>Note: You must generally start receiving distributions no later than April 1 of the year following the year in which you reach age 70½.</i>	Form of distributions may be limited by the employer. <i>Note: You must generally start receiving distributions no later than April 1 of the year following the year in which you reach age 70½.</i>	Generally yes, you can start, stop, or change your withdrawal option at any time. <i>Note: You must generally start receiving distributions no later than April 1 of the year following the year in which you reach age 70½.</i>	Varies, check with the specific provider.	Yes, you can start, stop, or change your withdrawal option at any time. <i>Note: You must generally start receiving distributions no later than April 1 of the year following the year in which you reach age 70½.</i>	Yes, you can start, stop, or change your withdrawal option at any time. Required Minimum Distribution does not apply to the account holder.
Can someone manage my investments for me? This is called a managed account offering.	Your plan may offer the Nationwide ProAccount® managed account service. Call for more details.	Your plan may offer the Nationwide ProAccount® managed account service. Call for more details.	Your plan may offer the Nationwide ProAccount® managed account service. Call for more details.	Your plan may offer the Nationwide ProAccount® managed account service. Call for more details.	Yes, the Nationwide ProAccount managed account service is available. Call for more details.	Yes, the Nationwide ProAccount managed account service is available. Call for more details.
What are the fees?	Fees are negotiated by your employer or plan sponsor with the retirement plan provider. In most cases, these fees are lower than what you may pay if you were to invest outside the plan. You can find some fees within your statement or on your plan website, but may want to call your plan administrator or recordkeeper for full details.	Fees are negotiated by your employer or plan sponsor with the retirement plan provider. In most cases, these fees are lower than what you may pay if you were to invest outside the plan. You can find some fees within your statement or on your plan website, but may want to call your plan administrator or recordkeeper for full details.	Fees are negotiated by your employer or plan sponsor with the retirement plan provider. In most cases, these fees are lower than what you may pay if you were to invest outside the plan. You can find some fees within your statement or on your plan website, but may want to call your plan administrator or recordkeeper for full details.	Fees are negotiated by your employer or plan sponsor with the retirement plan provider. In most cases, these fees are lower than what you may pay if you were to invest outside the plan. You can find some fees within your statement or on your plan website, but may want to call your plan administrator or recordkeeper for full details.	Balance \$0-\$49,999 = 0.60% of assets Balance \$50,000-\$249,999 = 0.55% of assets Balance \$250,000+ = 0.50% of assets Expense ratios of funds and ProAccount fees may also apply.	Balance \$0-\$49,999 = 0.60% of assets Balance \$50,000-\$249,999 = 0.55% of assets Balance \$250,000+ = 0.50% of assets Expense ratios of funds and ProAccount fees may also apply.

Governing Board Meeting – April 17, 2019

Agenda Item: #7

BOD#: 2019-04-05

Agenda Item Title

Discussion and possible approval of the updated Procurement Policy.

Submitted By

Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion

The current version of the District’s Procurement Policy was last updated in April 2018, and changes are needed to bring it into compliance with current staffing changes, and to ensure it is in compliance with minimum federal guidelines that would govern federal grant procurement activity.

Changes made to the previous version include:

1. Addition of the Deputy Chief and Administrative Services Director positions in Authorized Personnel for signature approval.
2. Modification of the levels of Signature Approval required for Purchase Orders for the procurement of Good and Services.
3. Inclusion of the documentation and approval authority for all Payroll Additions / Changes.
4. Inclusion of language regarding A.R.S. §38-511 in all agreement and contracts negotiated on behalf of SFMD.
5. Inclusion of language referring to Board’s authority to mandate the use of the Request for Proposal (RFP) and sealed bids on any purchase regardless of amount.

Staff recommends that the Board approve the changes to the District’s Procurement Policy with an effective date of March 1, 2019, to ensure alignment with the beginning of the SAFER Grant performance period.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Draft Procurement Policy: Documentation for the Purchase of Good and Services, and/or Additions / Changes to Payroll.


Recommended Motion

“Motion to approve the Procurement Policy: Documentation for the Purchase of Good and Services, and/or Additions / Changes to Payroll with an effective date of March 1, 2019.”



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 <p>Policy</p>	Policy:	Volume X: SFMD Board of Directors
	Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll	
	Effective Date: March 1, 2019	Revision Date: March 2019
	Approved By: SFMD Board of Directors	

General

It is the fiduciary responsibility of the Superstition Fire & Medical District (SFMD) Board of Directors (BOD) to ensure that public funds are expended in such a manner that best benefits the public and community. To accomplish this, the Fire Chief develops a budget document each fiscal year for BOD adoption. The budget document establishes the public policy of SFMD through the allocation of public funds. The Fire Chief is responsible to ensure that the expenditure of public funds throughout the fiscal year coincides with the BOD's public policy initiatives.

Purpose

To establish policy and procedure for the procurement of **all expenditures** for supplies, equipment, materials and services ("Goods and Services"), and/or additions / changes to employee's compensation and benefits ("Payroll") necessary for the effective and efficient provision of services to the community. This policy is to apply to all personnel who are directly or indirectly involved with the procurement of Goods and Services and/or the processing of Payroll for SFMD.

Policy

It is the policy of SFMD to ensure that all expenditures are authorized in the SFMD fiscal year budget, properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of SFMD. Violation of these regulations and the policy shall carry such penalties as may be applicable under state laws and in accordance with SFMD personnel policies.

It is the policy of SFMD to ensure the terms and conditions of A.R.S. §38-511 be included in any agreement or contract negotiated on behalf of SFMD. The agreement or contract is to include definitive language recognizing A.R.S. §38-511 and its legally binding effects on the agreement or contract in question, and all parties associated with the agreement or contract.


 <p>Policy</p>	Policy:	Volume X: SFMD Board of Directors
	Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll	
	Effective Date: March 1, 2019	Revision Date: March 2019
	Approved By: SFMD Board of Directors	


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 <p>Policy</p>	Policy:	Volume X: SFMD Board of Directors
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	Effective Date: March 1, 2019	Revision Date: March 2019
	Approved By: SFMD Board of Directors	

Policy for Procedure of Goods and Services

A. Purchase Order (PO) Requirements / Types

1. Standard PO

Regardless of the amount of the purchase, a PO must be completed for each procurement request, all supporting documentation (invoice, packing slip(s), bids if applicable, and procurement form) must be attached to the PO, and the PO must be signed by the originator before being submitted for review and approval per this Policy. It is the responsibility of the PO originator to ensure that all required signatures are documented on the PO, and that all required supporting documentation are turned into Accounting in a timely manner.

It is SFMD's intent that a PO be prepared completely with all required approval signatures prior to the purchase of Goods and Services. However, in instances where an item is needed in an emergency for SFMD to protect the public (see C3 below), an approved PO can (and must) be submitted after the purchase has occurred. In all cases, the buyer/purchaser is to ensure all applicable taxes and fees are included in the total amount of expenditure documented in the PO.


Each purchase shall be made from the vendor offering the lowest responsible price quote. "Responsible" is defined as the best combination of price, warranty, locale, compatibility and/or cost of repair. On all purchases, the buyer should take into consideration warranty, local businesses and workmanship. If the lowest bid isn't the best value for SFMD, the buyer is to bring forward supporting documentation as to why a higher bid should be considered.

2. Annual PO

An Annual PO is used for the procurement of Goods and Services which involves a recurring, frequent, or monthly purchase from a specific vendor during the fiscal year. An Annual PO number will be issued by Accounting to the awarded vendor and will be utilized throughout the fiscal year. This method does not preclude competitive quote and bid requirements. This method only applies to the procurement of Goods and Services as described on the Annual PO(s).

3. Contract PO

A Contract PO is used for the procurement of Goods and Services through competitive bidding for a specific term per the contract. A Contract PO number will be issued by Accounting for the awarded contract vendor/agency and will be utilized throughout the contract term date.

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	Approved By: SFMD Board of Directors	

B. Procurement – Competitive Pricing / Written Bids


1. The purchase of **Goods** up to \$2,499.99 do not require a quote in support of the corresponding PO.
2. The purchase of **Goods** \$2,500.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.
3. The purchase of **Services** up to \$4,999.99 do not require a quote in support of the corresponding PO.
4. The purchase of **Services** \$5,000.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.

NOTE: The Board has complete authority to mandate whether or not the Request for Proposal (RFP) competitive bid process is to be used, and/or if sealed bids are to be required for any purchase.

C. Waiver of Competition

Although the overriding intent of this policy is that competitive pricing is required whenever possible, there are times when competitive pricing may be waived pursuant to this section. Competitive pricing (See Section B above) may be waived for the following conditions:

1. Government, State Contract & Inter-Governmental Agency Agreement.
When using State Contracted vendors, items \$5,000 or greater, must still follow the three (3) written bid process. If a vendor comes in with a lower responsible quote, they can be used even though they are not State Contracted. **The Contract # and Agency must be documented on the PO.**
2. Single source procurement (**attach supporting information**).
3. Emergency purchase (**The Fire Chief is to be notified of all emergency purchases as he must send an explanation to the BOD within 72 hours**).
4. Efforts to obtain competitive pricing result in no competing offers.
5. Standardization/Compatibility requirements prevent the use of alternative vendors.

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D. Signature Approval – Authorized Personnel

The following positions are authorized by the BOD to approve the purchase of Goods and Services. All purchases of Goods and Services must be properly approved prior to placing the order (with the exception of emergency purchases – see Section C3 above).

1. Up to \$2,499.99 – Can be approved by each of the following positions individually: Budget Manager (including Deputy Chief and Administrative Services Director), Assistant Chief, Battalion Chief, Fleet Manager, Fleet & Facilities Support Specialist, and HR Generalist.
2. \$2,500.00 to \$24,999.99 – Must be signed by the originator of the PO, the Finance Director, and the Fire Chief.
3. \$25,000.00 and greater – Must be signed by the originator of the PO, the Finance Director, the Fire Chief, **AND must be submitted to the BOD for approval prior to purchase.**

E. Other Means of Procuring Goods and Services


1. Credit Card.

The use of Credit Cards must follow all Procurement Policy guidelines as listed above. A PO **must** be prepared for all credit card purchases and all appropriate receipts must be provided to Accounting.

2. Expense Reimbursement.

Employees seeking reimbursement for required and authorized expenditures must:

- Complete an SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage reimbursement is being requested, a map showing miles to and from must be attached. Mileage reimbursement will be based on the current federal rate for mileage.
- The Reimbursement Form must have Department Head approval prior to submission to Accounting for payment.
- Expense reimbursement requests must be submitted within the fiscal year of expense.

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F. Processing of Transport Refunds.

When a transport refund is required, they we be processed as follows:

1. An annual PO will be established by Accounting against which all refunds with be processed. Since the annual PO will be used for refunds of undetermined amount and number, the annual PO will have an undefined dollar limit.
2. All requests for transport refunds will be approved by the Transportation Services Manager and the Finance Director.

Policy for Additions / Changes to Payroll

It is SFMD's intent that all changes to an employee's Payroll (compensation and/or benefits) be approved prior to implementation of the change.


A. Addition of New Employees.

The budget for the addition of all new employee(s) must be included in the annual Fiscal Budget adopted by the BOD. The processing of the new employee's payroll, benefits, and accruals are documented in sections B, C, and D below.

B. Changes to Employee Payroll.

All Payroll changes must be documented in writing with the following information documented on the Payroll Change Form:

- Employee Name and Employee Number.
- Employee's division and shift (e.g., 56-Hour Sworn, 42-Hour Transport, etc.).
- Effective Date of Payroll Change.
- Employee's Current and New Job Grade, Step, and Annual Base Wages.
- Percent Change in Base Wages resulting from Payroll Change.
- All appropriate current and future annual incentives (e.g., TRT, BSO, SCBA, Paramedic, and/or educational incentive).
- FLSA Gross Up if applicable.
- Total current and total future annual compensation (wages and incentives).

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- For Salaried employees, current and future bi-weekly and hourly total compensation.
- For Hourly employees, current and future total hourly regular, overtime, and FLSA rates.
- FLSA Status of the employee.
- Reason for the change in Compensation.
- Cell Phone Incentive, if applicable, and the amount per pay period.
- Timing and nature of the next Payroll Change.

All Payroll Change Forms must be signed by the originator, and approved in writing by the Administrative Services Director, Finance Director, and the Fire Chief (or his delegate).

C. Changes to Employee Benefits.

All employee benefit changes and contributions must be documented in writing with the following information documented on the Employee Benefit Enrollment Form:

- Employee Name and Employee Number.
- Effective Date of Benefit Change.
- District Section 125 Benefits:
 - Per Pay Period (PPP) Benefit Dollars.
 - PPP premium amount for all insurance coverages selected by the employee (medical, dental, vision, and/or AFLAC).
 - PPP premium coverage provided by Benefit Dollars.
 - PPP remaining Benefit Dollars, if any, that must be deposited into either a Health Saving Account (if the employee has selected a Health Saving Medical Plan), or the employee's 457(b) Deferred Compensation account.
 - PPP premium coverage not provided by Benefit Dollars that will be withdrawn from the employee's after tax take-home compensation
 - PPP premium amount for short term and/or long term disability and voluntary life insurance, if selected by employee. These premium amount(s) will be withdrawn from the employee's after tax take-home compensation.

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- District 457(b) Deferred Compensation Benefit:
 - PPP 457(b) Deferred Compensation being contributed by the employee.
 - PPP 457(b) Deferred Compensation being matched by the District (the current benefit is a dollar-for-dollar match with a maximum of \$61.00 PPP by the District for every dollar contributed by the employee.

Employees can contribute to their Health Savings Account and/or 457(b) Deferred Compensation account up to the annual maximum allowed by federal IRS guidelines.

The Employee Enrollment Form is to be signed by the employee, the HR Generalist, and the Administrative Services Director.

D. Changes to Employee Vacation and Sick Leave Accruals.


All employee vacation accrual changes must be documented in writing with the following information documented on the Employee Accrual Change Form:

- Employee Name and Employee Number
- Effective Date of Accrual Change.

Payroll will apply the accrual change within the pay period it becomes effective. There is no prorating of the change.
- Reason for Accrual Change

The vacation and sick leave accrual balances for employees transitioning from a 56-hour to a 42-hour shift or 40-hour shift are to be factored to reflect their new shift parameters as of the effective date of the shift transition. All accruals and usage from the effective date forward are to be accounted for to reflect their new shift parameters.

The Employee Accrual Change Form is to be signed by the HR Generalist, and the Administrative Services Director.

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E. Termination / Resignation / Retirement of Employee.

The final compensation (wages earned, accrued vacation, and accrued sick leave, if applicable) for an employee who is ending their employment with the District is to be documented on the Employee Final Paycheck Form. Full time employees transitioning to part time are to be terminated, paid out their final compensation, and issued a new employee ID for their part time compensation.

All employee insurance premiums owed to the District along with the date each insurance benefit ends, and/or any tuition reimbursement that is refundable to the District per policy, that are to be subtracted from the final compensation of all employees is to be noted on the Employee Final Paycheck Form.

The Employee Final Paycheck Form must be signed by the originator, and approved in writing by the Administrative Services Director, Finance Director, and the Fire Chief (or his delegate).

Governing Board Meeting – April 17, 2019

Agenda Item: #8

BOD#: 2019-04-07

Agenda Item Title

Discussion and possible approval of the *Sick Leave Committee* Meetings results.

Submitted By

Fire Chief Mike Farber

Background/Discussion

The committee met three times over the last two months to discuss options for sick leave usage, incentive, and payout. The group, which consisted of Board Members, Senior Leadership and Labor decided to pursue the option of a 401(a). The other options that may include lowering unfunded liability were found to be unattainable at this time.

It was decided at the last meeting that no future meetings are required at this time.

Financial Impact(s)/Budget Line Item

n/a

Enclosure(s)

n/a

Recommended Motion

"TBD"



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Governing Board Meeting – April 17, 2019

Agenda Item: #9

BOD#: 2019-04-07

Agenda Item Title

SFMD Policy Manual – Approvals (Reviewed in March for possible approval in April).

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

The following policies were submitted for review in the March Board of Directors meeting. These policies are part of the comprehensive Lexipol/SFMD policy manual. Policies 1008 Tuition Reimbursement and 1007 Educational Incentives were removed from April's approval decision.

- 1001 Performance Evaluations
- 1005 Career Tracks
- 1009 Reporting for Duty
- 1011 Overtime
- 1016 Personal Projects On-Duty
- 1017 On-Duty Voting in Statewide Elections
- 1018 Personnel Records
- 1019 Commendations & Meritorious Service
- 1021 Wellness & Fitness Program
- 1023 Critical Incident Stress Debriefing
- 1024 Workplace Violence
- 1025 Lactation Breaks

Financial Impact(s)/Budget Line Item

NA

Enclosure(s)

Listed Policies

Recommended Motion

"Motion to approve policies: 1001 Performance Evaluations, 1005 Career Tracks, 1009 Reporting for Duty, 1011 Overtime, 1016 Personal Projects On-Duty, 1017 On-Duty Voting in Statewide Elections, 1018 Personnel Records, 1019 Commendations & Meritorious Service, 1021 Wellness & Fitness Program, 1023 Critical Incident Stress Debriefing, 1024 Workplace Violence, 1025 Lactation Breaks"



Go To Item 9

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Governing Board Meeting – April 17, 2019

Agenda Item: #10

BOD#: 2019-04-09

Agenda Item Title

Policy Review – For possible approval in the May 2019 Board of Director Meeting.

****NONE FOR THIS MONTH****

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

As you are aware, SFMD is currently creating a new policy manual through the implementation of Lexipol. After your review, we will be seeking approval in the February meeting. Although, these policies require board approval they will not go into effect until the completion of the policy manual. Ideally, we do not want to burden the board with a large manual that requires approval all at once, and we want to avoid membership confusion by having only manual.

Financial Impact(s)/Budget Line Item

NA

Enclosure(s)

Recommended Motion

No motion at this time.



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Governing Board Meeting – April 17, 2019

Agenda Item: 11

BOD#: 2019-04-10

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**

Recommended Motion:

N/A



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Governing Board Meeting – April 17, 2019

Agenda Item: 12

BOD#: 2019-04-11

Agenda Item Title:

Possible vote to go in to Executive Session. The Board may vote to go into executive session pursuant to §ARS 38-431.03(A)(3) for legal advice regarding employment educational requirements policies.

Submitted By:

Legal Counsel William Whittington

Background/Discussion:

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.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

*“Motion to go into Executive Session at **(State Time)** pursuant to ARS §38-431.03(A)(3) for legal advice with an attorney regarding the Employment Educational Requirements Policies for SMFD.”*



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Governing Board Meeting – April 17, 2019

Agenda Item: #13

BOD#: 2019-04-12

Agenda Item Title

Discussion and possible action regarding employment educational requirements policies.

Submitted By

Fire Chief Mike Farber

Background/Discussion

Financial Impact(s)/Budget Line Item

Enclosure(s)

N/A

Recommended Motion

"TBD"



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Governing Board Meeting – April 17, 2019

Agenda Item: 14

BOD#: 2019-04-13

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



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Governing Board Meeting – April 17, 2019

Agenda Item: 15

BOD#: 2019-04-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



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Governing Board Meeting – April 17, 2019

Agenda Item: 16

BOD#: 2019-04-14

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



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Appendix A

A. Board Meeting Minutes from March 20, 2019

Submitted By

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)

March 20, 2019 Board Meeting Minutes





Superstition Fire & Medical District

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Governing Board Meeting Minutes

March 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, MARCH 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 Cross.

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Jeff Cross and Director Larry Strand. Director Jason Moeller was not present.

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 February 2019 financial reports and bank reconciliations. (BOD #2019-03-01)

Motion by Director Cross to approve the February 2019 financial reports and bank reconciliations.

Seconded by Director Strand and Clerk Chamberlain.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-03-02)

Special Recognition:

- Cardiac Arrest survivor, Police Captain Troy Mullender, AJP, Captain Mullender's wife, SFMD responders and MVH staff recognized.
- Apache Junction Mounted Rangers presented a check for \$1,000 to Tina Gerola for April Pools Day.
- **2018 Firefighter of the Year: Ryan Ledbetter** – Officially recognized at the April 2019 Board Meeting



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- **2018 Transportation Services Employee of the Year: Ryan Tonelli** – Officially recognized at the April 2019 Board Meeting

March Employee Service Anniversaries were recognized:

- **Barb Duffel**, Fleet & Facilities Support Specialist – 13 Years of Service
- **Matt Dold**, Firefighter / Paramedic – 7 Years of Service
- **Dan Elliott**, Firefighter / Paramedic – 7 Years of Service
- **Wayne Emerson**, Firefighter – 7 Years of Service
- **Lance Frawley**, Firefighter / Paramedic – 7 Years of Service
- **Brian Garten**, Firefighter / Paramedic – 7 Years of Service
- **Bryan Heun**, Engineer – 7 Years of Service
- **Ryan Ledbetter**, Engineer / Paramedic – 7 Years of Service
- **Matt Perez**, Firefighter / Paramedic – 7 Years of Service
- **Ryan Philips**, Firefighter / Paramedic – 7 Years of Service
- **Adam Rodriguez**, Firefighter / Paramedic – 7 Years of Service
- **Joe Potter**, Paramedic – 2 Years of Service

3. Call to the Public. (BOD #2019-03-N/A)

None.

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

- A. Board Meeting Minutes from February 20, 2019
- B. Executive Session Minutes from February 20, 2019
- C. Purchase of Software for Exchange Server Update

Motion by Director Strand to approve all consent agenda items.

Seconded by Clerk Chamberlain.

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

5. Discussion and possible approval of Resolution #2019-03-20-02 for the annexation of the Arizonian property. (BOD #2019-03-04)

Fire Chief Mike Farber said the annexation of the Arizonian Property would bring \$7,500 in annual revenue for the District. If approved by the SFMD Board of Directors, the Arizonian Property will become a part of the District 30 days after approval.

Motion by Clerk Chamberlain to approve Resolution #2019-03-20-02 for the annexation of the Arizonian Property.

Seconded by Director Strand.

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



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6. Discussion, review and possible direction on the Preliminary Budget and the Tax rates for Fiscal Year 2019/2020. (BOD #2019-03-05)

Finance Director Roger Wood provided an overview of the 2019/2020 budget.

- Total NAV increase is 5.03% including Pinal, Maricopa, and SRP
- PSPRS increase went up 1.11% and ASRS 0.31%
- Insurance premiums change still unknown
- Major initiatives in planning stages:
 - Civilian reclassification(s)
 - Holiday Pay
 - RTC remodel / Admin relocation to RTC
- Transport (150 Fund) Overview
 - Transports forecasted up 1.5% balance between ALS and BLS has been adjusted
 - 2019 automatic rate increase of 1.35% go into effect on July 1, 2019 for all but Medicaid. This automatic rate increase, and the General Rate Increase will officially go into effect for Medicaid on October 1, 2019
 - Budgeting \$200,000 repayment to the 200 Fund
 - Major expense initiatives include holiday pay and share of RTC remodel / relocation
- Capital Replacement(200 Fund) Overview
 - Additional pumper engine - \$780,000 - discussion on whether to lease or pay cash
 - Existing lease payments
 - Two heart monitors
 - ePCR and server replacements
 - G2, TOPAZ, and portable radios updates/purchases
 - Staff truck contingency carryforward
- Bond Funds (500 & 600 Fund) Overview
 - Current assessment is \$0.18 per 100 of NAV
 - Maintaining this level through FY23/24 would leave approximately 1.4 million to pay off as of June 30, 2024 if that District chooses to pay off early without penalty
 - To pay off current refinancing Bond by June 30, 2024, we would need to increase and maintain \$0.2377 assessment
 - If a new bond is issued, any unpaid balance would need to be paid off from the new Bond proceeds



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- New Bond issue to consider
 - Board must call for an election in November of the appropriate future year
 - If approved, District has 3 years to spend the proceeds in accordance with bond prospectus
 - ARS §48-806.E Maximum bond level is 6% of NAV (principal only)
 - Extensive planning on use of bond proceeds will be needed
 - Capital Committee should be formed 12 – 18 months prior to call for election, then it must be disbanded. Must engage a financial broker and a Bond Attorney 9 months prior to call for election

Motion by Director Cross to approve the tax rate of \$3.25 per hundred dollars of secondary valuation for District operations, a \$0.25 special assessment related to the Tax Override Initiative, and \$0.18 special assessment related to the 2018 Refinancing Bond for development of the Tentative Budget for Fiscal Year 2019/2020.

Seconded by Director Strand.

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

7. Discussion, presentation and possible approval 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 #2019-03-06)

- 1000 – Recruitment and Selection
- 1002 – Promotions and Transfers (minor revision made during Labor Management – flat rates went to a percentage so the policy would not require revision if the wage scale changed)
- 1003 – Position Descriptions
- 1004 – Classification Specifications
- 1006 – Fire Officer Development
- 1007 – Educational Incentives
- 1010 – Emergency Recall
- 1012 – Discriminatory Harassment
- 1013 – Conduct and Behavior

Director Cross said he thinks the Paramedic Incentive should be reviewed.

Motion by Clerk Chamberlain to approve policies: Recruitment and Selection, Promotions and Transfers, Position Descriptions, Classification Specifications, Fire Officer Development, Educational Incentives, Emergency Recall, Discriminatory Harassment, Conduct and Behavior.

Seconded by Director Strand.

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



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8. Discussion and presentation of the following Policies Brought for review at the March 20, 2019 Board Meeting for final approval at the April 17, 2019 Board Meeting. (BOD #2019-03-07)

- 1001 – Performance Evaluations
- 1005 – Career Tracks
- 1008 – Tuition Reimbursement
- 1009 – Reporting for Duty
- 1011 – Overtime
- 1016 – Personal Projects On Duty
- 1017 – On-Duty Voting in Statewide Elections
- 1018 – Personnel Records
- 1019 – Commendation and Meritorious Service
- 1021 – Wellness and Fitness Program
- 1023 – Critical Incident Stress Debriefing
- 1024 – Workplace Violence
- 1025 – Lactation Breaks

Board review only. No Motion.

9. Reports (BOD #2019-03-08)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Work Session on Monday, April 15th, 2019 at 4:00 pm with *The Working Group*
- Discussion regarding moving to the Regional Training Center
- Good Deed by Engine 262 C-Shift; Mark Blackstone, Ryan Rodriguez, Ryan Elowe – Purchased socks and gloves in Fry's and gave to a homeless man who was out in the cold weather. Witnessed by a community member who called the Fire Chief.
- Commendation for Trenton McMinn submitted by Deputy Chief Kevin Baily of the Tempe Fire and Medical Department. On 2/10/2019 Trenton stopped to render aid to injured person involved in a motorcycle accident on US60 until the FD arrived.
- Appreciation for Captain Fox and crew; letter received from Clyde David Lynn, a retired Colonel. He stated the crew provided exemplary and professional treatment for him on March 5th after he collapsed.

Assistant Chief of Operations Richard Mooney



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- Car Fire; March 14th on S. Goldfield road. A-Shift
- Motor Vehicle Accident; March 4th with QVFD on US60 at MP207. B-Shift
- Structure Fire; March 2nd at 925 n. Plaza. A-Shift

- Training
 - TRT Training
 - Confined Space (Tempe)
 - Rescuer Based Pick-Offs (Papago Park)
 - EMS
 - National Registry Recertification
 - Probationary Firefighters
 - Extrication with C-Shift crew

- SFMD Pipes and Drums Band – new uniforms

Assistant Chief of Planning & Logistics Richard Ochs

- March 27th – State Public Assistance Recovery Process
 - Potential to receive State money (emergency fund) for storm damage to facilities
- Minor construction projects; Station 262 and 263
- Dutch Brothers Coffee and Car Wash – phase I of new construction project
- Record Month for Transportation revenue, Feb. 2019 - \$290,000
- Record Days for Transportation – March 16/17: 41 transports in 48 hours
- Week Five progress report on 2019 Pierce Velocity Pumper

Public Events

- March 1st – Read Across America Day; E265-C read to students at Peralta Trail Elementary
- March 7th – Hands-on Fire Extinguisher training for City of AJ Library Staff
- March 18 – SFMD led Golden Vista's St. Patty's Day Parade

Administrative Services Director Anna Butel

- PNI – Network Assessment Risk Report
- Computer Network Scan – End of Life Windows 7
- Human Resources Department – Go Forward paperless
- Payroll Database
- TeleStaff and CYMA – Translation Matrix
- April 2, 2019 – Meeting with our Insurance Broker, quotes for Medical & Dental
- New Hires for Transportation Services:
 - Erin Coast, Paramedic
 - Kyle Fischer, Paramedic

Finance Director Roger Wood



Superstition Fire & Medical District

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- Long range planning of potential District expansion
- Line of Credit discussions with Wells Fargo
- Lockbox services analysis – Chase vs. Wells Fargo results
- R1 (formerly Intermedix) has offered a free documentation probe that will assess how District employees are documenting transports from a billing perspective. R1's analysis will provide the District with the ability to take necessary corrective action to improve overall billing / collections results. (Bill Warren/Wood collaboration with R1)

10. New Business / Future Agenda Items. (BOD #2019-03-09)

None.

11. Announcements (BOD #2019-03-N/A)

- Board Chairman House thanked the crews for their exceptional work
- Board Director Cross reported that the Sick Leave Committee held their first meeting. The next meeting is scheduled for April 4th, 2019 from 8:30 a.m. – 10:30 a.m at the Regional Training Center in the Lost Dutchman Room.

12. Adjourn (BOD #2019-03-10)

Motion by Director Strand at 6:46 PM to adjourn the meeting. **Seconded** by Director Cross.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller