



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
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Regional Training Center
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Fleet & Facilities Services
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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, AJPD, 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



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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