



# 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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## Governing Board Meeting Minutes

### April 17, 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, APRIL 17, 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 Clerk Kathleen Chamberlain.

#### C. Roll Call

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

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

#### 1. Review and approval of the March 2019 financial reports and bank reconciliations. (BOD #2019-04-01)

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

**Seconded** by Director Moeller.

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

#### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-04-02)

- **2018 Firefighter of the Year: Ryan Ledbetter**
- **2018 Transportation Services Employee of the Year: Ryan Tonelli**
- **Deputy Chief Jeff Cranmer - Promotion**



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## April Employee Service Anniversaries were recognized:

- Tina Gerola, Community Risk Reduction Specialist – 15 Years of Service
- Ryan Tonelli, Paramedic – 2 Years of Service
- Michael Bigg, Paramedic – 1 Years of Service

## 3. Call to the Public. (BOD #2019-04-N/A)

None.

## 4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-04-03):

A. Board Meeting Minutes from March 20, 2019

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

**Seconded** by Director Moeller.

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

## 5. Discussion and possible action of the recent work session for *The Working Group*. (BOD #2019-04-04)

Discussion only, with no plan to utilize *The Working Group* at this time. There is a possibility of utilizing *The Working Group* in the future with a likely focus on Labor / Management relationships. Staff will work with Labor to identify what *The Working Group* can provide for SFMD and negotiate a price. A new proposal will be brought back to the Board of Director's at a future meeting.

**No Motion.**

## 6. Discussion and possible approval of a Nationwide 401(a) plan. (BOD #2019-04-05)

Finance Director Roger Wood provided an overview of implementing a Nationwide 401(a) plan. A 401(a) plan could possibly be another option to provide employees a way to defer taxes on ELBO payments they receive. It was agreed that the plan is not yet ready to be implemented and this is informational only at this time. Staff would like to have Nationwide come in and provide information and training for our employees. This item will be brought back to the Board at a future meeting.

**No Motion.**

## 7. Discussion and possible approval of the updated Procurement Policy. (BOD #2019-04-06)

Finance Director Roger Wood provided an overview of the updated Procurement Policy.



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**Motion** by Director Strand to approve the Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll with an effective date of March 1, 2019.

**Seconded** by Director Moeller.

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

## 8. Discussion and possible approval of the Sick Leave Committee Meetings results. (BOD #2019-04-07)

Fire Chief Mike Farber provided an overview of the recent Sick Leave Committee Meetings. It was decided that no action would be taken at this time regarding Sick Leave.

**No Motion.**

## 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
- 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

**Motion** by Director Strand to approve policies: Performance Evaluations, Career Tracks, Reporting for Duty, Overtime, personal Projects on-Duty, On-Duty Voting in Statewide Elections, Personnel Records, Commendations & Meritorious Service, Wellness & Fitness Program, Critical Incident Stress Debriefing, Workplace Violence and Lactation Breaks.

**Seconded** by Clerk Chamberlain.

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

## 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\*



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

### Senior Leadership Team (SLT):

#### Fire Chief Mike Farber

- ISO Rating reduced from 3 to 2!
- Passing of Superior Fire Chief Angel Gomez. SFMD offers deepest condolences to the Gomez family
- Passing of Mesa Firefighter Nikki Sullivan
- Firefighter of the Year recognition at the American Legion

#### Assistant Chief of Operations Richard Mooney

- Structure Fire; April 1<sup>st</sup> at 3700 S. Ironwood, A-Shift
  - Fido Bag utilized
  - Kitchen fire with no extension
- Annual Poker Run; April 12<sup>th</sup> at Harley-Davidson. Pipes and Drums present
- Training
  - April 12<sup>th</sup>; Phoenix Fire Academy
  - Recruit Firefighter's participate in the "Tarver Drill"

#### Assistant Chief of Planning & Logistics Richard Ochs

- Community Events
  - Annual April Pools Day; Saturday, April 27<sup>th</sup>
- Pierce Velocity Pumper update
- Facility Roof repairs completed
- Entrada Dell Oral growth
- EMS Event Standby
- Burning restrictions begin May 1<sup>st</sup>

#### Administrative Services Director Anna Butel

- Annual Employee Health Benefits
  - Negotiations
  - Employee Education
  - Open Enrollment
- Hiring - Transportation Services
  - Interviews begin in 2 weeks for EMT and Paramedic
- Orientation –
  - New Hire Levi Unzietig – April 23<sup>rd</sup>, 2019 (TSP Paramedic)
- Updated Organizational Chart



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- Updated Organizational Chart

## Finance Director Roger Wood

- Meeting scheduled for April 22<sup>nd</sup> further discuss health insurance options. All insurance except Vision are up for renewal. Medical insurance is the most significant cost and is still being negotiated
- The ability to balance the budget with any certainty is on hold until health insurance is resolved
- Staff and Labor have met to discuss and quantify priorities
- Staff will present detailed information at the May Board of Directors meeting
- The Tentative Budget will be presented at the June Board of Directors meeting
- The Final Budget will be presented for vote at the July Board of Directors meeting

## **12. 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. (BOD #2019-04-11)**

**Motion** by Director Moeller at 6:44 p.m. to go into Executive Session pursuant to §ARS 38-431.03(A)(3) for legal advice with an attorney regarding employment educational requirements policies.

**Seconded by** Director Strand.

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

## **13. Discussion and possible action regarding employment educational requirements policies.**

Chairman House recommended that we allow the educational requirements committee to complete their study and present their findings to Chief Farber for consideration by the Board of Directors by consensus.

**No Motion.**

## **14. New Business / Future Agenda Items. (BOD #2019-04-09)**

**None.**

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

**None.**

## **16. Adjourn (BOD #2019-03-10)**

**Motion** by Director Strand at 7:40 PM to adjourn the meeting.

**Seconded by** Director Moeller.

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



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### Governing Board Approval:

A handwritten signature in blue ink, appearing to read "Sherry Mueller", is written over a horizontal line.

Board Clerk Kathleen Chamberlain  
*Sherry Mueller*