



Superstition Fire & Medical District

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

Administration Office
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Governing Board Meeting Minutes

May 15, 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, MAY 15, 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 5:32 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Director Larry Strand.

C. Roll Call

Board Members in attendance were Clerk Kathleen Chamberlain, Director Jason Moeller (attended via conference call), Director Larry Strand and Director Jeff Cross acting as Chairman. Chairman Todd House was not present.

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, Administrative Services Director Anna Butel and Deputy Chief Jeff Cranmer. Finance Director Roger Wood was not present.

Legal Counsel Gene Neil and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the April 2019 financial reports and bank reconciliations. (BOD #2019-05-01)

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

Seconded by Clerk Chamberlain.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-05-02)

May Employee Service Anniversaries were recognized:

17 Years of Service:

- Paul Garcia, Firefighter
- Robert VandeKrol, Firefighter
- Stephan Wagner, Firefighter / Paramedic



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3 Years of Service:

- Kevin Montgomery, Firefighter

3. Call to the Public. (BOD #2019-05-N/A)

None.

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

- A. Board Meeting Minutes from April 17, 2019
- B. Executive Session Minutes from April 17, 2019
- C. Work Session Minutes from April 15, 2019
- D. Global Purchase Order for Second Set

Motion by Clerk Chamberlain to approve all consent agenda items.

Seconded by Acting Chairman Cross.

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

5. Presentation, Discussion and possible action regarding the Educational Requirements Policies RBO Committee study. (BOD #2019-05-04)

Engineer Ryan Ledbetter gave an overview of the RBO Committee Study on Educational Requirement Policies. The RBO Committee interviewed 12 different Departments to see what their requirements are for Battalion Chief positions. The Committee looked at Gilbert, Tempe, Queen Creek, Chandler, Buckeye Valley, Sun City, Mesa, Casa Grande, Northwest, Scottsdale, Glendale and Bullhead City. The Committee realized that SFMD is pretty much in line (as far as requirements go) with educational requirements, years of service and years as a Captain with these other agencies. Overall, the RBO Committee could not come to any firm conclusions.

Motion by Director Strand to uphold the current Educational Requirements. **Seconded** by Clerk Chamberlain

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

Ayes: Acting Chairman Jeff Cross
Clerk Kathleen Chamberlain
Director Larry Strand

Nays: Director Jason Moeller



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6. Discussion Review and possible direction on the 2019/2020 Budget Status. (BOD #2019-05-05)

General (100 Fund) Overview.

- Total NAV increase of 5.03% including Pinal, Maricopa, and SRP. At \$3.25 tax rate, +\$644,405
- PSPRS up 1.11% and ASRS up 0.31%
- Insurance premiums: medical +8.35%, dental +7.8%. Remaining with United Healthcare with no changes to policies or deductibles / Out-of-Pocket thresholds.
- Changing to Delta Dental.
- All other insurance coverages/carriers remain the same.
- The Per Pay Period Benefit Dollars increased to \$425.

Major expense initiatives included:

- Suppression and Transport holiday pay expansion.
- Incremental cost including all benefits (pension, etc.): \$272,533.
- Provides parity with most if not all other fire districts and municipalities.
- Provides 11.2 hours for all suppression for each of 10 holidays.
- Provides 8.0 hours for 56-hour transport employees and 6.0 hour for 42-hour transport employees for each of 10 holidays.
- Paid out like an incentive, so not included in overtime rate.
- Will be delayed if needed to balance budget in line with any delay in civilian market adjustment.

Major expense initiatives included:

- Civilian reclassification(s)
- Total Cost including all benefits (pension, etc.): \$134,205.
- Impacts 15 civilian staff positions.
- Last Market Analysis performed in FY15/16, so impact is the cumulative effect over 3 years. Equates to an average annual increase of 3.67%. Provides parity with similar positions in the East Valley.
- Market adjustment increases will be delayed if needed (except for the lowest paid employees) to balance budget in line with any delay in Suppression and Transport Division holiday pay.
- Additional initiatives included:
 - Nomex hoods - \$12,145
 - Accreditation renewal - \$12,500
 - An estimated \$10,550 will be needed in FY20/21 to complete
 - Annual PrePlanners Contract - \$8,000
 - Additional Fire Investigation Training - \$3,740

Transport (150 Fund) Overview.

- Transports forecasted up 1.5%.
- 2019 automatic rate increase of 1.35% will go into effect on July 1 for all but Medicaid. This automatic rate increase, and the General Rate Increase will officially go into effect for Medicaid on October 1.
- Budgeting \$200K repayment to 200 Fund.



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- Major expense initiative is holiday pay expansion.

Capital Replacement (200 Fund) Overview.

- Budget is being prepared assuming the current \$0.25 per \$100 NAV special assessment will be re-approved. (Year 3/5)
- Additional pumper engine - \$780,000
 - Discussion on whether to lease or pay cash
- Existing lease payments - \$303,502
- Two heart monitors - \$85,000
- IT needs (ePCRs, server replacements, etc.) - \$112,948
- G2, TOPAZ, portable radio updates/ purchases - \$79,782
- Staff truck contingency carryforward - \$100,000

Bond Funds (500 & 600 Fund) Overview.

- Budget reflects a reduction of special assessment to \$0.17 per 100 NAV.
- Current assessment is \$0.18 per 100 of NAV.
- The decision to pay the refinancing bond off early is being deferred.

FY 2019 / 2020 Budget Status Update:

- The ability to balance the budget with any certainty will depend on spending the rest of FY 18/19, affecting FY 19/20 beginning cash balance.
- Staff and Labor have met numerous times to discuss and prioritize initiatives included in budget.
- The Tentative Budget will be presented at the June BOD meeting.
- The Final Budget will be presented for vote at the July BOD meeting.

No Motion.

7. Discussion and possible approval for a proposal for *The Working Group*. (BOD #2019-05-06)

Fire Chief Mike Farber talked about *The Working Group* and having them put a proposal together for SFMD's Labor Management relations and process. There is no final cost at this time but will be forthcoming.

No Motion.

8. Discussion, Review and possible approval of the Intergovernmental Agreement for Repair and Maintenance of Fire Apparatus and Equipment for the Town of Superior. (BOD #2019-05-07)

Assistant Chief Rick Ochs said that SFMD was approached by the Town of Superior who requested that we have a working agreement for repair and maintenance of their Fire Apparatus and equipment.



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Fire Chief Mike Farber and Fleet Supervisor Vaughn Croshaw met with the Town of Superior City Manager and all agreed to enter this Agreement that mirrors our agreement with the Town of Florence Agreement. Fleet Supervisor Vaughn Croshaw said we will not need more staff to be able to fulfill this agreement.

Motion by Director Strand to approve the IGA between the SFMD and the Town of Superior for the Maintenance of Fire Apparatus and Equipment, which will begin on July 1, 2019. **Seconded** by Director Moeller and Clerk Chamberlain.

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

9. Discussion, Review and possible approval of the Professional Services Agreement for GIS Data Custodian Services (Preplanners, LLC). (BOD #2019-05-08)

Assistant Chief Rick Ochs introduced Mr. Perez from the City of Mesa, who does the GIS Data work for the Auto Aid System and keeping all of our East Valley maps constantly updated.

Motion by Clerk Chamberlain to approve the Agreement between the SFMD and the Preplanners, LLC to provide GIS Data Custodian Services for the Fiscal Year 2019/2020. **Seconded** by Director Strand.

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

10. Discussion, presentation and possible approval 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 #2019-05-09)

* NONE FOR APPROVAL IN MAY *

No Motion.

11. Discussion and presentation of the following Policies Brought for review at the May 15, 2019 Board Meeting for final approval at the June 19, 2019 Board Meeting. (BOD #2019-04-10)

- 1026 – Smoking and Tobacco Use
- 1027 – Drug and Alcohol Free Workplace
- 1028 – Personal Appearance Standards
- 1029 – Uniform Regulations
- 1030 – Badges
- 1031 – Identification Cards
- 1032 – Occupational Disease and Work Related Injury Reporting



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- 1033 – Temporary Modified Duty Assignments
- 1034 – Release of HIPPA Protected Information
- 1035 – Return to Work
- 1037 – Line of Duty Death and Serious Injury Notification

No Motion.

12. Reports (BOD #2019-05-11)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Homeowners Association – Wildland Fires
- May 11th AJ Food Bank Annual Postal Drive

Assistant Chief of Operations Richard Mooney

- April 24th Trailer Fire, 102 S. Ironwood
- April 20th Car into a House, 720 N. Valley Dr.
- Pinal County Fallen Police Memorial
- Training
 - EMS – PALS
 - Recruit Academy – Live Fire Drill
 - Recruit Graduation, May 24th
 - Active Shooter Drills
- Employee Recognition – Kelly Bartz for her care and support of local citizen.

Assistant Chief of Planning & Logistics Richard Ochs

- April 27th Annual April Pools Day
- May 2nd Imagine Prep Career Day
- May 3rd Aurora House Coffee, Donuts & Discussion with crew
- May 8th AED/CCR with AJHS Staff
- May 11th AJ Food Bank Postal Drive
- May 22nd & May 30th AED/CCR with City Employees (Tina Gerola)

Growth & Development

- Stripes Primary Care
- Campground USA
- Gold Canyon Business Center
- Emergency Access Road, Peralta Development
- SMES may re-open as an Elementary School



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Planning & Logistics

- New Pierce Velocity Pumper – Week 11-13 progress and testing

Administrative Services Director Anna Butel

- Completed Transportation Interviews for both Paramedic and EMT
- FEMA SAFER Grant Reporting & Grant management
- Injury Status Update

Labor – Captain John Walka

- District Growth and Annexation RBO Committee
- Co-Chairs: Firefighter Matt Perez and Transportation Services Manager Billy Warren

13. New Business / Future Agenda Items. (BOD #2019-05-12)

None.

14. Announcements (BOD #2019-05-N/A)

Pension Board – Director Strand stated that Paul Gruetzmacher has entered the DROP.

15. Adjourn (BOD #2019-05-13)

Motion by Director Strand at 6:50 PM to adjourn the meeting.

Seconded by Clerk Chamberlain.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller