



# 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**  
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**Fleet & Facilities Services**  
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## Governing Board Meeting Minutes

### August 21, 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, AUGUST 21, 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 Larry Strand and Director Jeff Cross. Director Jason Moeller attended via conference call.

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

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

#### 1. Review and approval of the July 2019 financial reports and bank reconciliations. (BOD #2019-08-01)

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

**Seconded** by Director Strand.

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

#### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-08-02)

##### Stymie Gereg Retirement

23 years of service

7/22/1996 – 8/27/2019



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### August Service Anniversaries

- 30 Years of Service: Captain/Paramedic Andy Kuhn
- 18 Years of Service: Firefighter Paul Gruetzmacher
- 18 Years of Service: Firefighter Mark Widick
- 15 Years of Service: Captain/Paramedic Jon Williamson
- 12 Years of Service: Administrative Assistant II Kelly Bartz
- 4 Years of Service: Account Clerk Specialist Lori Hlavin
- 4 Years of Service: Transportation Services Manager Billy Warren
- 3 Years of Service: Paramedic Clint Musgrave

### Cardiac Arrest Survivor / Crew Recognition

#### **3. Call to the Public. (BOD #2019-08-N/A)**

None.

#### **4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-08-03):**

- A. Board Meeting Minutes from July 17, 2019
- B. Mobile Radios Purchase
- C. Portable Radios Purchase
- D. Laryngoscopes Purchase

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

**Seconded** by Director Cross.

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

#### **5. Presentation and discussion on future District growth. (BOD #2019-08-04)**

Finance Director Roger Wood presented the possible future growth of the Superstition Fire & Medical District.



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### **6. Discussion and presentation of the following Policies Brought for review at the July 17, 2019 Board Meeting for final approval at the August 21, 2019 Board Meeting. (BOD #2019-08-05)**

- 1043 – Nepotism and Conflicting Relationships
- 1044 – Member Speech, Expression and Social Networking
- 1045 – Anti-Retaliation
- 1103 – Flag Display

**Motion** by Director Strand to approve policies Nepotism and Conflicting Relationships, Member Speech, Expression and Social Networking, Anti-Retaliation and Flag Display. **Seconded** by Director Cross.

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

### **7. Discussion and presentation of the following Policies brought for review at the August 21, 2019 Board Meeting for final approval at the September 18, 2019 Board Meeting. (BOD #2019-08-06)**

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoenas and Court Appearances
- 803 – Patient Medical Record Security and Privacy
- 1008 – Tuition Reimbursement
- 1015 Outside Employment
- 1042 – Driver License Requirements

**NO MOTION**

### **8. Reports (BOD #2019-08-07)**

#### **Senior Leadership Team (SLT):**

##### Fire Chief Mike Farber

- Captains Conferences completed for all shifts
  - Fire Investigations
  - Future Growth Presentation by Roger
  - Incident Command Training
- All Employee Meeting held on Tuesday, August 13th
- Meeting with Dr. Anderson next Thursday, August 29th regarding the acquisition of the RTC (Previous Thunder Mountain Middle School)
- Previous Gold Canyon Elementary School building recently sold for 1.8 Million
- Visited Sun City Fire & Medical Department to evaluate potential ways to improve overall payroll efficiencies





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Assistant Chief of Operations Richard Mooney

### Incidents

- Mutual Aid Brush Fire with QVFD, Superior and State Fire. July 23, A-Shift
- Brush Fire in Gold Canyon. August 16, C-Shift
- Major Med. MVA at Meridian & US60. July 18th, A-Shift

### Training

- Crew training at Cobbs Restaurant prior to demo – ventilation and forcible entry
- EMS Training – Airway Lab, July 31st.

Assistant Chief of Planning & Logistics Richard Ochs

- Business Inspection Program changes and review
  - About 800 businesses exist in the fire district.
  - 2013 Suppression crews were no longer assigned to complete business inspections.
  - Tina Gerola is currently our only inspector, completing 493 or 63% of inspections.
  - 2018 Self- Inspection Program implemented (applies to 287 businesses or 37%)
  - 2019 Plan to once again assign business inspections to suppression crews
- Tina will complete High Hazard Inspections and City of AJ buildings
- Suppression crews will conduct inspection May – November annually
- Equates to about 3-4 business inspections per crew, per month
- Inspections will be documented in ImageTrend Elite

### Near future

- Will be asking the Board to adopt the 2018 IFC plus various addendums
- Will be asking the Board to adopt a new fee schedule for business inspections that will replace annual permit fees.

### Growth & Development

- Goldview Development (Goldfield & Old West Hwy, 178 Lennar homes)
- Arizona Water Company expansion, office and warehouse



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### Administrative Services Director Anna Butel

- Security Updates – September 5<sup>th</sup>
  - In an effort to reduce security risks to the network, PNI has recommended new password requirements for our district computer and email logins.
  - Effective Sept. 5<sup>th</sup> at 23:00, all users will be required to change their password the next time they log in.
  - This change affects your password for accessing district computers, email and TeleStaff.
  - If you have your SFMD email on your phone, your phone should prompt you to input the new password in the settings.
  - Password changes will be required every 180 days from this point forward.
- Password requirements:
  - At least 8 characters with any 3 of the following:
  - Uppercase letter
  - Lowercase letter
  - Number
  - Special Character
- Updated Organizational Chart
- Recruit Firefighter; Brian Olsen
  - Hired as a Full-Time EMT in February of 2019
  - Completed Recruit Testing Process in 2018 and was hired for Transportation
  - A Firefighter position will become available in August following the retirement of Steve Gereg.
  - Fire Academy is still being scheduled
  - This position is necessary to maintain 90 Operational Positions as required to maintain the FEMA grant.
- Testing Processes
  - Training Captain – August 27<sup>th</sup>.
  - Panel Interview
  - Presentation
  - Fire Chief Interview
- Battalion Safety Officer (BSO) – September 4<sup>th</sup>.
  - Tactical Exercise
  - Panel Interview



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**9. Possible vote to go in to Executive Session for legal advice pursuant to §A.R.S. 38-431.03(A)(3) and possible instructions to legal counsel pursuant to §A.R.S. 38-431.03(A)(4) re: possible claim in regards to a pending personnel matter. (BOD #2019-08-08)**

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

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

**Motion** by Director Strand to go into Executive Session at 7:40 p.m. for legal advice pursuant to §A.R.S.38-431.03(A)(3) and possible instructions to legal counsel pursuant to §A.R.S. 38-431.03(A)(4) re: possible claim in regards to a pending personnel matter. **Seconded** by Director Cross

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

**10. Discussion and possible action re: The Executive Session. (BOD #2019-08-09)**

**Motion** by Clerk Chamberlain to proceed as recommended in the Executive Session. **Seconded** by Director Strand.

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

**11. New Business / Future Agenda Items. (BOD #2019-08-10)**

None

**12. Announcements (BOD #2019-08-N/A)**

Volunteers needed for School PAC

- This Saturday 07:30 a.m. – 10:30 a.m. to place campaign signs
- Walk: September 17 through October 12<sup>th</sup>, Tuesdays through Saturdays

**13. Adjourn (BOD #2019-08-11)**

**Motion** by Director Cross at 7:46 p.m. to adjourn the meeting

**Seconded** by Director Strand.

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

**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