



Superstition Fire & Medical District

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

Administration Office
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Governing Board Meeting Minutes

October 16, 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, OCTOBER 16, 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 Chamberlain.

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Larry Strand, Director Jeff Cross and Director Jason Moeller (attended via phone).

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, 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 September 2019 financial reports and bank reconciliations. (BOD #2019-10-01)

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

Seconded by Director Cross.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-10-02)

Battalion Chief Promotion – Amy Brooks



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October Service Anniversaries

20 Years:

Engineer / Paramedic **Mitch McCollough**
Captain / Paramedic **Craig Horvath**
Captain / Paramedic **Dave Pohlmann**
Captain / Paramedic **Jeremy Rocha**

12 Years:

Firefighter / Paramedic **Sammy Ramirez**
Firefighter **Chris Robson**
Captain / Paramedic **John Walka**

5 Years:

Firefighter / Paramedic Jason Chapman	Firefighter Joe Stiglitz
Firefighter Sean Matuszewski	Firefighter Andrew Tryon
Firefighter / Paramedic Jay Nelson	Firefighter Colt Weddell
Firefighter Casey Schreiner	

4 Years:

Firefighter Wes Fimbrez	Firefighter Trey Schow
Firefighter Trace Leggett	Fire Mechanic II Roger Nasello

3 Years:

Emergency Medical Technician **Sarah Koupal**

2 Years:

Firefighter **Chris Wohlforth**

1 Year:

Emergency Medical Technician **Shane Gereg**
Emergency Medical Technician **Stephan Gereg**
Paramedic **Ryan Markham**

3. Call to the Public. (BOD #2019-10-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-10-03):

- A. Board Meeting Minutes from September 18, 2019
- B. Work Session Minutes from September 25, 2019
- C. Station 263 and Station 265 Concrete Repair



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- D. Apacheland / Heritage Days – 2020 Agreement
- E. Native American Arts Festival – 2020 Agreement

Motion by Director Cross to approve all consent agenda items.
Seconded by Director Strand.

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

5. Discussion, presentation and possible approval of the 2018/2019 Annual Report and possible adoption of Resolution #2019-10-16-08. (BOD #2019-10-04)

Some of our accomplishments:

- Our average response time for 2018/2019 was 4 minutes, 13 seconds which is a 9% decrease over 2017/2018.
- Our ISO (Insurance Services Organization) rating went from 3 to 2. This lower rating lowers insurance premium costs for businesses and residential owners.
- Secured Funding from the SAFER Grant
- Engine 263 pilot program transitioned to a permanent second unit at Fire Station 263
- Annexed the Kaufmann Homes property into the District which will add 250 future homes
- Annexed the Arizonian Travel Trailer Resort near Peralta Canyon
- Secured general and automatic rate increases through AZ Dept. of Health Services

Motion by Director Strand to approve the 2018/2019 Annual Report and adoption of Resolution 2019-0-16-08: Formally Adopting the 2018/2019 Annual Report.

Seconded by Director Cross.

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

6. Discussion and presentation regarding the Documentation Probe conducted by R1 (ambulance billing company). (BOD #2019-10-05)

The purpose of this documentation probe was to provide quantifiable insight on the accuracy and effectiveness of SFMD's Transportation Paramedics' documentation which includes critical patient care metrics and patient/call demographic information that is obtained on the patient care report. Areas for improvement were identified and will be implemented in the next 30 days. The documentation probe identified that SFMD is well ahead of all other agencies in almost all data points. SFMD gross ambulance collections rate is above the national average.

No Motion

7. Discussion and possible approval of items from the Work Session on September 25, 2019 relating to the possible selection of Board Members to serve on an ad-hoc committee to gather information pertaining to the new Fire Chief search. (BOD #2019-10-06)



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Chairman House directed a discussion with the Board Members to see who would like to volunteer to be on the ad-hoc committee to gather information pertaining to the new Fire Chief search. Clerk Kathleen Chamberlain volunteered to be on the committee and stated she feels it is very important for someone with a Fire background to be on this committee. Director Jeff Cross also volunteered to be on the committee. Both Clerk Chamberlain and Director Cross have a Fire background.

Motion by Director Strand to place Clerk Kathleen Chamberlain and Director Jeff Cross on the ad-hoc committee to gather information pertaining to the new Fire Chief search.

Seconded by Chairman House.

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

8. Discussion and possible approval of Tactical Athlete Health & Performance Institute (TAHPI) as a supplementary program from 7710 (Workers Compensation Carrier) to assist injured members in getting back to work quicker. (BOD #2019-10-07)

The Tactical Athlete Health & Performance Institute is dedicated to creating an integrated, comprehensive, and personalized health and performance program for our members. TAHOI will provide a team of experts and professional licensed as Physical Therapists and Athletic Trainers, credentialed in advanced assessment of movement and strength and condition, trained in innovative technology and software, and established educators and researchers.

The benefit to our members who are injured either on or off the job will be able to rehab much faster with targeted therapy. Tactical Athlete recognizes that firefighters and EMS personnel are in a specialized line of work, which is physical in nature. They have taken the concept of how professional athletes are treated when they are injured and applied it to the fire and EMS providers.

Motion by Director Cross to approve the Tactical Athlete Health and Performance Institute Agreement.
Seconded by Director Strand.

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

9. Discussion and presentation of the following Policies brought for review at the September 18, 2019 Board Meeting for final approval at the October 16, 2019 Board Meeting. (BOD #2019-10-08)

- 400 – Fire Inspections
- 403 – Code Enforcement
- 404 – Alternative Materials and Methods Requests
- 405 – Community Fire Station Visit Program
- 406 – Fireworks Displays
- 407 – Hazardous Materials Disclosures
- 408 – Maximum Occupancy – Overcrowding



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Clerk Chamberlain asked Assistant Chief Rick Ochs if we have a fireproof area for storage of fireworks. Chief Ochs said his understanding is if we were to confiscate fireworks, we would need that type of storage area, however, we have never done so. Typically, professional companies manage the storage of fireworks and they go through a permitted process. They do meet state standards and have their own storage facilities.

There was a brief discussion in regard to company fire inspections and the importance of company inspections.

MOTION by Director Cross to approve policies: Fire Inspections, Code Enforcement, Alternative Materials and Methods Requests, Community Fire Station Visit Program, Fireworks Displays, Hazardous Materials Disclosures and Maximum Occupancy – Overcrowding. **Seconded** by Director Strand.

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

10. Discussion and presentation of the following Policies brought for review at the October 16, 2019 Board Meeting for final approval at the November 20, 2019 Board Meeting. (BOD #2019-10-09)

New Policies for Review:

- 700 – Use of District-Owned Property
- 702 – Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

Policies with Lexipol Suggested Updates:

- 322 – Child Abuse
- 326 – Adult Abuse
- 1040 – Family and Medical Leave

No Motion

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

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- FS262 Antenna – Renegotiating Lease
- Recruit Firefighter Brian Olsen starts Phoenix Fire Academy on Monday, Oct. 21st
- RBO Summit October 22nd & 23rd at the Training Center
- Refresh Bid on Friday, Oct. 18th
- Awarded the Premier EMS Agency Program (PEAP) once again from AZ DHS

Assistant Chief of Operations Richard Mooney

- Ladder Testing



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Incidents

- Boat Fire at Canyon Lake, September 21st, E262-C
- Water Rescues, September 23rd, L263, E262 & MFMD
- Mountain Rescue in Goldfields, Oct. 2nd, C-Shift

Training

- CPR Training at RTC for Paws for Life, September 29th
- TRT Bid completed October 7th
- Regional Ladder Training. Solar Panels & Battery Storage
- BC Academy: BC Brooks, ABC Pohlmann, Captain's Briones and Farber

Assistant Chief of Planning & Logistics Richard Ochs

- Oct. 9th Fire Prevention Week – Open House at FS263
- Oct. 12th Fire Station 263 Tour for “Smiles for Special Needs”
- Oct. 19th City of AJ Mud Run Event
- Oct. 19th Run for the Fallen EMS Standby
- Oct. 24th CAC Preschool “Wheels Day” Event
- Oct. 26th Avalon Elementary “Touch a Truck” Event
- Oct. 26th City of AJ Halloween Event

Growth & Development

- Campground USA Clubhouse addition
- Haberthur Arcade
- Empire Expansion
- Blunt Contracting Expansion
- Filibertos update

Administrative Services Director Anna Butel

- Project to increase efficiency (Board of Directors)

Short Term Projects:

- Development of Fire Chief Survey
- Fire Chief Process Timeline

Long Term Projects:

- Calendar – Annual Requirements & Upcoming events
- Desktop Procedures and Redundancy
- Long-term file archiving and storage
- New hire; Sedona Aulik, EMT for Transportation Services



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Finance Director Roger Wood

- The District has repaid its Line of Credit.
 - Incurred \$882.19 of interest, well below budget.
 - No indication that the District will need to use the LOC again this fiscal year.
- State Land is current on paying the District for all out-of-state responses.

12. Possible vote to go in to Executive Session for legal advice pursuant to A.R.S. §38-431.03(A)(3) regarding the Fire Chief's annual evaluation process. (BOD #2019-10-11)

Motion by Director Strand to go into Executive Session at 6:51 p.m. for legal advice pursuant to ARS §38-431.03(A)(3) regarding the Fire Chief's annual evaluation process. **Seconded** by Director Cross.

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

13. Discussion and possible action regarding the Executive Session for the Fire Chief Annual Evaluation process. (BOD #2019-10-12)

The regular, public session resumed at 7:24 p.m.

Chairman House would like to send out a 180-degree (in-house) evaluation, but not to outside people. The evaluations will all go back to legal counsel, William Whittington.

There was discussion with everyone about just who should be involved in the evaluation process.

Motion by Director Cross to have a 180-degree evaluation using the letter grade form to go to BC's, E-Board/Labor, Administrative Staff, along with Vaughn Croshaw (Manager of Fleet Services) to be sent out and returned to legal counsel within a two-week time period where legal can keep it confidential and sanitize it for us. Also a motion to utilize the Professional Growth and Development guidance document for The Board to use as the evaluation form for the Fire Chief and to have the Chief's evaluation in 2 months. **Seconded** by Director Strand.

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

14. New Business / Future Agenda Items. (BOD #2019-10-13)

Chairman House would like to remind Chief Farber that he would like to add some history of SFMD to Agenda Item #2 in the future.

Director Strand wants an Agenda Item for next month to discuss changing the Board Meeting time to either 4:00 p.m. or 7:00 p.m. going forward.

15. Announcements (BOD #2019-10-N/A)

Fire Chief Farber stated that there will be a celebration of life for Fire Chief Jim Geil's wife, Caroljean, who passed away on September 16, 2019. It will be on Sunday, October 20, 2019 at 1:00 p.m. in the amphitheater at the Superstition Mountain Museum.



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Announcements continued:

Director Strand said Chief Geil will remain on the Local Pension Board.

16. Adjourn (BOD #2019-10-14)

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 'K. Chamberlain', written over a horizontal line.

Board Clerk Kathleen Chamberlain
Sherry Mueller