



Superstition Fire & Medical District

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

Administration Office
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Governing Board Meeting Minutes

December 18, 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, DECEMBER 18, 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, Director Jeff Cross and Director Jason Moeller.

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, Finance Director Roger Wood, Deputy Chief Jeff Cranmer 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 November 2019 financial reports and bank reconciliations. (BOD #2019-12-01)

Motion by Director Strand to approve the November 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 #2019-12-02)

SFMD Early Organizational History – Review of Captain Ron Dennis and early organizational history

Special Recognition – Community Member Pam Frentz – saved another community member from a burning home on November 12, 2019

November Service Anniversary

19 Years: Firefighter / Paramedic **July Ritschel**



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December Service Anniversaries

27 Years: Engineer **John Suniga**

7 Years: Fire Mechanic II – **George Nasello**

3. Call to the Public. (BOD #2019-12-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-12-03):

- A. Board Meeting Minutes from November 20, 2019
- B. Executive Session Minutes from November 20, 2019
- C. Pinal County Treasurer's Office and Wells Fargo Bank signature authority
- D. Transfer of funds for the January 1, 2020 debt service interest payment
- E. BK² - Consulting Agreement and Scope of Work
- F. Fire Station 263 – Additional Mediacom
- G. Image Trend Elite Annual Invoice

Motion by Director Moeller to approve all consent agenda items with items E and F subject to the addendum provided by legal counsel to be added.

Seconded by Director Strand.

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

5. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members. (BOD #2019-12-04)

Chairman House stated that anytime a Pinal County issue comes up, it could be a potential conflict of interest as he is the Pinal County Supervisor in District 5 and he would recuse himself.

Director Moeller stated that his wife sits on the Board for Pinal County Parks and Recreation Department and if any conflicts of interest came up, he would recuse himself.

No Motion

6. Discussion and possible approval of the 2020 disclosure statement of meeting notice posting locations and dates for Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD #2019-12-05)

Fire Chief Mike Farber stated this is a housekeeping item we do every December, which lists the upcoming meetings for 2020. Both will be sent to the Pinal and Maricopa County Board of Supervisors for record per A.R.S. They will also be posted on our website as well as at our Administrative office, Regional Training Center and in the Community Room Lobby at Station 264.



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Motion by Director Moeller to approve filing of the 2020 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. **Seconded** by Director Cross.

Vote 5 ayes, 0 nays, MOTION PASSED.

7. Discussion and possible approval regarding revisions to SFMD's Procurement Policy to provide clarification on the Board's expectations pertaining to required signatures for Professional Services, and to document recent changes in required Staff signatures on payroll forms. (BOD #2019-12-06)

Finance Director Roger Wood presented the revised Procurement Policy to the Board of Directors for review and possible approval. The description of "Professional Services" was discussed along with the requirement or no requirement for written bids for any purchases.

The revised verbiage stated "NOTES: The Board has complete authority to require or waive the need for Competitive Written Bids for Professional Services as defined as open quotation the provision of a service such as accounting, auditing, legal, consulting, and other such services that are provided by individuals or firms with specialized skills and or credentials".

Motion by Director Strand to approve the District's Revised Procurement Policy as presented on December 18, 2019. **Seconded** by Director Cross.

Vote 5 ayes, 0 nays, MOTION PASSED.

8. Discussion, evaluation, and possible approval of the services of the District's internal Finance Director position in comparison to the services of the James Vincent Group. (BOD #2019-12-07)

Staff was asked to provide an overview of SFMD's Finance Director's responsibilities, accomplishments and cost in comparison to the James Vincent Group. Finance Director Roger Wood presented cost savings, revenue increases, forecasts, growth estimates, annual budgets and a general history of his tenure with SFMD since May of 2013 to present. The Board ultimately decided not to pursue a cost quote from the James Vincent Group.

No Motion.

9. Discussion presentation and possible approval 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 #2019-12-08)

- 1008 - Tuition Reimbursement
- 1041 - Military Leave



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MOTION by Director Strand to approve policies: Tuition Reimbursement and Military Leave. **Seconded** by Director Cross.

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

10. Discussion and presentation of the following Policies brought for review at the December 18, 2019 Board Meeting for final approval at the January 15, 2020 Board Meeting. (BOD #2019-12-09)

- 500 Patient Care Reports
- 503 Pre-Hospital Medical Care Directives
- 505 Controlled Substance Accountability
- 705 Mobile Data Terminal Use
- 706 Knox Box and Other Access Box Systems
- 710 Non-Official Use of District Property

No Motion

11. Reports (BOD #2019-12-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- AFDA Winter Conference January 16th – 18th, 2020
- IRS – Estimated Settlement date February 10th, 2020
- East Valley Fire Chiefs – Valley Wide Cancer Testing

Assistant Chief of Operations Richard Mooney

Incidents

- Structure Fire, Dec. 12th at 351 N. Meridian
- Structure Fire, Dec. 13th at 725 N. Cortez
- Structure Fire, Dec. 15th at 800 W. Apache Tr.
- Structure Fire, Dec. 16th at 863 S. Stagecoach Dr.
- MVA W/Extrication, Nov. 22nd at Crimson and Guadalupe
- MVA W/Extrication, Dec. 4th at Apache Tr. & Thunderbird

Training

- Regional CMD
- Mayday Training
- Review Actual Events
- Radio Communications
- TRT Qty; MCS, High Directional, Elevate and Lower, TRT Rescue starts – First Water



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Assistant Chief of Planning & Logistics Richard Ochs

Planning & Logistics / Growth & Development

- Concrete repairs at Station 263
- New Apartment Buildings
- New Church, First Assembly of God
- Now open: Panda Express, Stripes Primary Care and Fresh Press Burger
- Ground breaking; Goldview development and Mtn. America Credit Union

Community Outreach

- Dec 18th Deliver Santa to Boys & Girls Club Christmas Party
- Dec. 20th L264 Lead Montessa Golf Cart Christmas Parade
- Dec. 21st Deliver Santa to Eagles Christmas Party

Administrative Services Director Anna Butel

- Paramedic testing was conducted on Dec. 12th, 2019. The process contained a written test, panel interview, and practical assessment.
 - Congratulations – Zach Leon
 - Class starts January, 2020
- ImageTrend Elite Dashboard
 - Charts and Graphs, Live feed of new data
 - Customizable; each user chooses their own charts
 - Up to 6 charts can be placed on the Dashboard
 - Individual Captains and Battalion Chiefs can compare their own Shift/Unit to the average time for the entire district
 - Chiefs can see data for the entire district
 - Drill-down capability on certain types of charts
 - Turnout Time benchmark is 90 seconds and is noted with a red dashed line

Finance Director Roger Wood

- ARCR preparation – due by December 31st, 2019
- Prepping for FY20/21 budget development

12. Possible vote to go into Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation (BOD #2019-12-11)

- a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.
- b) Note that executive sessions are confidential pursuant to ARS §38-431.03(C)

MOTION by Director Strand to go into Executive Session pursuant to ARS §38-431.03(A)(1) and possible legal advice pursuant to ARS §38-431.03(A)(3) at 6:48 p.m. regarding the fire chief's performance evaluation"

Seconded by Director Cross.

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



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13. Discussion and possible action regarding the Executive Session for the Fire Chief evaluation.

The public session resumed at 7:44 p.m. The Fire Chief and each Board member was provided with a copy of the completed evaluations. The Fire Chief is to review the evaluation, provide a self-evaluation, and set his goals for the following year. The Board Members and Chief Farber will go over details and set mutual goals at an Executive Session at the January 15, 2020 Board Meeting.

Chief Farber was provided with a copy of each of the Board Members completed evaluations, which he is to review with the Board Member, provide a self-evaluation and set his goals for the following year. He was also provided with a copy of the cumulative and summarized 180° evaluation. The Board Members and Chief Farber will go over details and set mutual goals at an Executive Session at the January 15, 2020 Board meeting.

No Motion.

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

None.

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

Chief Farber - Paramedic Graduation this Friday, December 20th at the Apache Junction High School Performing Arts Building. Firefighter Sean Matuszewski will become SFMD's newest paramedic.

Chairman House – Starting his 7th annual Diaper Drive. The Fire District and all are welcome to donate diapers. They will be distributed throughout the community.

Clerk Chamberlain wanted to say that the quality of reports that the crews are doing are impressive and very thorough.

16. Adjourn (BOD #2019-12-14)

Motion by Director Strand at 7:48 p.m. to adjourn the meeting

Seconded by Director Cross.

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

Governing Board Approval:

A handwritten signature in black ink, appearing to read 'K. Chamberlain', is written over a horizontal line.

Board Clerk Kathleen Chamberlain

Sherry Mueller