



# Superstition Fire & Medical District

Phone (480) 982-4440 ~ [sfmd.az.gov](http://sfmd.az.gov)

**Administration Office**  
565 North Idaho Road  
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## Governing Board Meeting Minutes

### January 15, 2020

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, JANUARY 15, 2020. 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 Moeller.

#### 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 attended by phone and Board Secretary and HR Generalist Sherry Mueller attended.

#### 1. Review and approval of the December 2019 financial reports and bank reconciliations. (BOD #2020-01-01)

**Motion** by Director Moeller to approve the December 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 #2020-01-02)

### SFMD Early Organizational History – Captain Bill Taylor



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## January Service Anniversaries

**31 Years:** Engineer **John Christensen**

**19 Years:** Captain / Paramedic – **Rob Bessee**

**17 Years:** Engineer / Paramedic – **Chuck Hanson**

**3 Years:** Firefighter / Paramedic – **Brian Dover**

**3. Call to the Public. (BOD #2020-01-N/A)**  
None.

**4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-01-03):**

- A. Board Meeting Minutes from December 18, 2019
- B. Executive Session Minutes from December 18, 2019

**Motion** by Director Strand to approve all consent agenda items for January 15, 2020.  
**Seconded** by Director Cross.

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

**5. Discussion, presentation, and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for Fiscal year ending June 30, 2019. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. (BOD #2020-01-04)**

Finance Director Roger Wood introduced Aaron Funk from Henry & Horne Auditing Firm. Mr. Funk stated this year's audit has a clean opinion that was recorded for the District. There were no findings or significant deficiencies found. There were no difficulties or misstatements encountered with management.

**Motion** by Director Moeller to approve the Fire District's Auditor's Report and related Financial Statements for the fiscal year beginning July 1, 2018 and ending on June 30, 2019, as submitted by Aaron Funk, CPA, and to direct Staff to submit the auditor's report to Pinal County and Maricopa County as required by *ARS§48-253*.

**Seconded** by Director Cross.

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



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## 6. Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2020/2021 SFMD Revenue and Expenditure Budget. (BOD #2020-01-05)

Fire Chief Mike Farber stated this item is for our annual planning budget process. Finance Director Roger Wood gave a brief update providing an overview of when important dates will impact the Board. The dates align with regular Board Meetings that are scheduled between now and July 2020. At each one of the Board Meetings, more information on the budget will be provided and issues will be discussed. The tentative budget will be presented for review and approval at the June 17, 2020 Board Meeting. It will then go out to the public for a minimum of a 20-day review and comment period. We will formally adopt the new budget (if everyone is in agreement) at the July 15, 2020 Board Meeting. The calendar is to provide an overview of dates that will impact the Board. There will be a subsequent, much more detailed calendar that Budget Managers will work on with Senior Leadership to stay on track and meet requirements.

**Motion** by Director Cross to adopt the Fiscal Year 2020/2021 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 15, 2020 at 5:30 pm when the Fiscal Year 2020/2021 budget will be adopted.

**Seconded** by Director Strand.

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

## 7. Discussion and possible approval of Board's direction on the hiring (procurement) of an external consulting firm to facilitate the search for the next fire chief for the District. (BOD #2020-01-06)

Finance Director Roger Wood provided a tentative planning timeline tool for the search for the next fire chief. The Ad-Hoc Committee decided the Board of Directors should provide direction to the committee as to whether they want a "Sole Source" consulting firm that the District would use for the fire chief search or have a competitive bid for the process. The Board Members agreed that they prefer a competitive bid process for the search for the next fire chief.

**Motion** by Director Moeller to require Competitive Written Bids for the procurement of Professional Services related to the search for the new fire chief.

**Seconded** by Director Strand.

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

## 8. Discussion and possible action regarding the apparatus purchase of a Pierce Fire Engine. (BOD #2020-01-07)

**MOTION** by Clerk Chamberlain to approve the purchase of a new Pierce Velocity Pumper through Hughes Fire Equipment for a total price not to exceed \$724,518.00. The Board is authorizing the Fire Chief and the Finance Director to sign the purchase order and the Hughes/Pierce purchase agreement. The motion includes the authority to review, revise, approve and sign the purchase agreement and ancillary documents by the Chairman, the Clerk, the Chief and the Finance Director.

**Seconded** by Director Cross.



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

**9. Discussion, presentation and possible approval 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 #2020-01-08)**

- 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 – Revised
- 710 Non-Official Use of District Property

**MOTION** by Director Cross to approve policies: Patient Care Reports, Pre-Hospital Medical Care Directives, Controlled Substance Accountability, Mobile Data Terminal Use, Knox Box and Other Access Box Systems and Non-Official Use of District Property.

**Seconded** by Director Strand.

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

**10. Discussion and presentation of the following Policies brought for review at the January 15, 2020 Board Meeting for final approval at the February 19, 2020 Board Meeting. (BOD #2020-01-09)**

- 402 – Fire Investigations
- 409 – Youth Fire Setter Referrals
- 410 – Fire Watch Services
- 701 – Personal Communication Devices
- 703 – Use of District Vehicles
- 704 – Information Technology Use
- 707 – Communications Operations
- 708 – Public Alerts
- 709 – Photography and Electronic Imaging
- 1022 - Physical Fitness
- 1100 - Facility Security

**No Motion**



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## 11. Reports (BOD #2020-01-10)

### Senior Leadership Team (SLT):

#### Fire Chief Mike Farber

- AFDA Winter Conference January 16<sup>th</sup> – 18<sup>th</sup>, 2020
- Neighborhood Meetings:
  - Superstition Mobile Village
  - Mountain View Mobile Ranch
  - Weaver's Needle
- Bid Process – New Bid Assignments

#### Assistant Chief of Operations Richard Mooney

- Business Inspection Training
- Image Trend Elite Inspection Module
- 2019 Ambulance Transports
- 2019 Company Responses

#### Incidents:

- Structure Fire, December 26<sup>th</sup> at 300 W. Apache Trail
- Structure Fire, January 13<sup>th</sup> at 105 N. Delaware

#### Deputy Chief Jeff Cranmer

#### Training:

- Regional Air Bag Ops
- TRT, MCS
- ISO Conference
- Health and Wellness Training
- Forcible Entry Training

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

- Concrete Repairs at Station 263
- Mold Testing at Station 261 – Negative findings

#### Growth & Development:

- Super Star Car Wash – Ironwood & Baseline
- Mountain America Credit Union
- Gold Canyon Golf Carts
- Remodels: Montessa, Mountain Brook and AJ City Court

#### Administrative Services Director Anna Butel

- Lexipol Policies update
  - 7 Lexipol Policies to complete
  - 20 SFMD Policies that may need to merge into Lexipol

#### Finance Director Roger Wood

- Gilbert Fire – Transport accounting discussion (Billy Warren)



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- Building budget files, communicating budget calendar and expectations to budget managers
- Starting annual Worker's Comp audit
- Payroll working on W2's for distribution by January 31<sup>st</sup>

**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 and ARS §38-431.03(A)(3) for legal advice. (BOD #2020-01-11)**

- 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 Cross 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 6:44 p.m. regarding the fire chief's performance evaluation"

**Seconded** by Director Strand.

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

**13. Discussion and possible action regarding the Executive Session for the Fire Chief evaluation. (BOD #2020-01-12)**

The public session resumed at 8:16 P.M. Chairman House stated he thinks Chief Farber is doing a really good job, working well with Labor and has great goals for the future. Director Moeller stated he thinks Chief Farber is doing an exceptional job. He's taken the reins and shown good leadership. There are some areas that could be improved upon. Director Strand told Chief Farber to remember the "Golden Rule" (do unto others....). Director Cross said he appreciates Chief Farber taking over the reins and Chief is doing a good job. There are areas that could be improved. Director Cross likes Chief Farber's attitude. Clerk Chamberlain stated she thinks there have been many accomplishments that have come from Chief's administration. She likes some of the things we are looking at for future goals. Chief Farber thanks the Board Members and thanked his Staff for everything we've accomplished as a team.

**No Motion.**

**14. New Business / Future Agenda Items. (BOD #2020-01-13)**

Clerk Chamberlain would like a Pension Board update at the next Board Meeting. Finance Director Roger Wood will bring an update from the Annual Report in February, 2020.

**15. Announcements (BOD #2020-01-N/A)**



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### 16. Adjourn (BOD #2020-01-14)

**Motion** by Director Cross at 8:24 P.M. to adjourn the meeting

**Seconded** by Director Strand.

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

### Governing Board Approval:

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

Board Clerk Kathleen Chamberlain  
*Sherry Mueller*