



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Governing Board Meeting Minutes

March 18, 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, MARCH 18, 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 Cross.

C. Roll Call

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

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

Legal Counsel William Whittington (attended via conference call) and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the February 2020 financial reports and bank reconciliations. (BOD #2020-03-01)

Motion by Director Cross to approve the February 2020 financial reports and bank reconciliations.

Seconded by Clerk Chamberlain.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-03-02)

Farewell to Chaplain Tom Doubt

After five years of serving SFMD as Fire Chaplain, Tom Doubt and his wife are moving to North Carolina. Chaplain Doubt will be missed.



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

March 2020 Service Anniversaries

14 Years of Service:

Fleet & Facilities Support Specialist **Barb Duffel**

8 Years of Service:

Firefighter / Paramedic **Matt Dold**

Firefighter / Paramedic **Dan Elliott**

Firefighter **Wayne Emerson**

Firefighter / Paramedic **Lance Frawley**

Firefighter / Paramedic **Brian Garten**

Engineer **Bryan Heun**

Engineer / Paramedic **Ryan Ledbetter**

Firefighter / Paramedic **Matt Perez**

Firefighter / Paramedic **Ryan Philips**

Firefighter / Paramedic **Adam Rodriguez**

3. Call to the Public. (BOD #2020-02-N/A)

Due to the Covid-19 virus, the Board Meeting was a closed door meeting to the public. A notice was posted on our website, front door, Regional Training Center and Station 264 with our conference call number and pin code if anyone from the public wanted to call in and listen to the meeting. There was no call to the public over the conference phone.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-02-03):

- A. Board Meeting Minutes from February 19, 2020
- B. Intergovernmental Agreement for provisions of services by Pinal County Recorder and Elections Department
- C. Banner Occupational Health Clinic Agreement for Services for 3/1/2020 – 3/1/2022
- D. Revision to Procurement Policy
- E. Purchase of Ballistic Vests and Helmets
- F. Disposition of Surplus Property Donation – 7 Recliners

Motion by Director Strand to approve all consent agenda items for March 18, 2020.

Seconded by Director Cross.

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

5. Discussion, Presentation and possible approval of the Health Equity (H.S.A. provider) integration with Nationwide (457b vendor) program. (BOD #2020-03-04)

An overview was given by Jim Keeler, Program Director of Nationwide (457b Vendor) explaining the new partnership / merger between Nationwide and Health Equity (Health Savings Account vendor).

Motion by Director Cross to approve the Health Equity integration with Nationwide program.

Seconded by Director Strand and Director Moeller. **Vote** 5 ayes, 0 nays, **MOTION PASSED.**



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

6. Presentation and discussion with Brian Moore, Phoenix Fire Captain, regarding Public Safety Personnel Retirement System (PSPRS). (BOD #2020-03-05)

This item was pulled from the Agenda and will be added to the April 2020 Board of Directors Meeting Agenda.

7. Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2020/2021. (BOD #2020-03-06)

A high level overview of the current plans for Fiscal Year 2020 / 2021 budget that includes options for accomplishing a range of strategic compensation & benefits and operational initiatives by fund will be provided for Board discussion and potential direction.

The Board will be asked to set the Tax Rates for Fiscal Year 2020/ 2021 for planning purposes.

Motion by Director Cross to approve the tax rate of \$3.25 per hundred dollars of secondary valuation for District operations, a \$0.25 special assessment related to the Tax Override Initiative, and \$0.18 special assessment related to the 2018 Refinancing Bond for development of the Tentative Budget for Fiscal Year 2020 / 2021.”

Seconded by Director Strand and Director Moeller.

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

8. Discussion regarding presumptive cancer and PTSD in the Fire Service. (BOD #2020-03-07)

Fire Chief Mike Farber gave an overview of presumptive cancer and PTSD in the Fire Service. Due to this bill that may pass, our workers compensation carrier (7710) is raising our rates by 271%. SFMD is currently scheduling all of suppression (30 at a time) for a complete cancer screening. SFMD is doing all we can to make sure our employees are taken care of.

No Motion.

9. Discussion and update regarding accreditation and organizational changes. (BOD #2020-03-08)

Fire Chief Mike Farber provided a high level overview of what accreditation is. Basically, accreditation is a certification that an organization is meeting industry high standards. SFMD has been accredited and re-accredited three times in our history. We were the 75th organization in the world to obtain accreditation. It is an opportunity to be assessed by a group of your peers based on industry standards. You also do a self-assessment. Accreditation signifies to the community that your District is well run and meeting standards. Assistant Chief Richard Mooney has been tasked with obtaining accreditation for the District and will go in to further details a little later in this meeting. The cost for this is about \$22,500, which includes travel expenses for the peer team who comes from all over the country and possibly even Canada.



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Organizational changes have been put in place and an organizational chart will be provided to Board Members when it is finalized.

10. Discussion and possible tentative approval of documents related to the next Fire Chief Selection – Ad-Hoc Committee Request for Proposal (RFP): About SFMD, Fire Chief Job Description and Executive Recruiting RFP for legal review. (BOD #2020-03-09)

Motion by Director Cross to tentatively approve the following documents About SFMD, Fire Chief Job Description, and Executive Recruiting RFP for legal review.”

Seconded by Director Strand.

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

11. Discussion and possible approval of the purchase of NEOGOV Human Resources Software. (BOD #2020-03-10)

This item was pulled from the Agenda.

12. Discussion, presentation and possible approval of the following Policies brought for review at the February 19, 2020 Board Meeting for final approval at the March 18, 2020 Board Meeting. (BOD #2020-03-11)

- 600 - Fire Apparatus Driver/Operator Training
- 601 – CPR and Automated External Defibrillator Training
- 602 – Communicable Disease Training Program
- 603 – Emergency Action Plan and Fire Prevention Plan Training
- 604 – Hazard Communication Program Training
- 605 – Hazardous Materials (HAZMAT) Training
- 606 – Hearing Conservation and Noise Control Training
- 607 – Heat Illness Prevention Training
- 608 – Health Insurance Portability and Accountability Act (HIPAA) Training
- 609 – National Incident Management System (NIMS) Training
- 611 – Respiratory Protection Training
- 612 – Wildland Fire Shelter Deployment Training
- 613 – Training Records
- 614 – Firefighter Health, Safety and Survival Training
- 1014 – Personnel Complaints
- 1020 – Grievance Procedure (Removed for further review)



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

MOTION by Clerk Chamberlain to approve policies: Fire Apparatus Driver/Operator Training, CPR and Automated External Defibrillator Training, Communicable Disease Training Program, Emergency Action Plan and Fire Prevention Plan Training, Hazard Communication Program Training, Hazardous Materials (HAZMAT) Training, Hearing Conservation and Noise Control Training, Heat Illness Prevention Training, Health Insurance Portability and Accountability Act (HIPAA) Training, National Incident Management System (NIMS) Training, Respiratory Protection Training, Wildland Fire Shelter Deployment Training, Training Records, Firefighter Health, Safety and Survival Training, Personnel Complaints.

Seconded by Director Strand.

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

13. Discussion and presentation of the following Policies brought for review at the March 18, 2020 Board Meeting for final approval at the April 15, 2020 Board Meeting. (BOD #2020-03-12)

- 701 – Personal Communication Devices
- 900 – Illness and Injury Prevention Program
- 901 – Arizona Division of Occupational Safety and Health Inspections
- 902 – Arizona Division of Occupational Safety and Health Notifications of Illness, Injury or Death
- 903 – Communicable Diseases
- 904 – High-Visibility Safety Vests
- 905 – Soft Body Armor
- 906 – Apparatus / Vehicle Backing
- 907 – Heat Illness Prevention Program
- 908 – Respiratory Protection Program
- 909 – Personal Alarm Devices
- 910 – Health and Safety Officer (HSO)
- 911 – Vehicle Seat Belts
- 913 – Ground Ladder Testing
- 915 – Hazardous Energy Control
- 916 – Hazard Communication

No Motion

14. Reports (BOD #2020-03-13)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Funeral for Tempe Firefighter Tommy Arriaga
- COVID-19
- Grants



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Deputy Chief Jeff Cranmer

Incidents

- Hospital delays in receiving patients
- Structure Fire, Rural Metro area
- Motorcycle Fire,
- Patient extraction from Silly Mtn.

Training

- TRT; Trench Rescue
- Wildland; Annual CAWRT Drill and Pack Test
- Qty. Captains Training

Chief Richard Mooney

Accreditation Overview

- Become a registered agency: completed
- Become an applicant agency
- Become a candidate agency (Peer Team review & public hearing).
- Become and remain an accredited agency

Chief Rick Ochs

- Tina Gerola completed an NFPA Plan Review Class
- Facilities maintenance / repair with remaining funding
 - Painting at FS264 & FS265
 - Concreate repairs at FS265
 - Roof repairs and pigeon control at FS263
- May be terminating maintenance contracts with Town of Florence and Town of Superior Fire Departments.

Growth & Development

- Three, 3 story apartment buildings along West Superstition Blvd.
- Hampton East III at Southern & Meridian; 192 upscale bungalow-style homes
- Tenant Improvements; Mammoth Steak House, Mtn. Brook, Montesa and City Court

Administrative Services Director Anna Butel

- Technology Updates
 - Password resets
 - Working remotely
 - SIMS
- Policy Update
 - Reconciliation

15. New Business / Future Agenda Items. (BOD #2020-03-14)

Director Strand requested that a Check Signing Procedure be added to the next month agenda for discussion.



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

16. Announcements (BOD #2020-03-N/A)

Chairman House stated that Pinal County is purchasing the easement for Mountain View and Jacob Waltz Roads so that they can be re-opened. Tentative construction date is April or May at which time the road will be graded and travelable. A date for paving of the roads has yet to be planned.

17. Adjourn (BOD #2020-03-15)

Motion by Director Cross at 7:19 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