



Superstition Fire & Medical District

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

Administration Office
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Fleet & Facilities Services
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Governing Board Meeting Minutes

April 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, APRIL 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 (VIA CONFERENCE CALL) AND BEGAN AT 5:40 PM.

A. Call to Order

Chairman House called the meeting to order at 5:40 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Chairman House.

C. Roll Call

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

1. Review and approval of the March 2020 financial reports and bank reconciliations. (BOD #2020-04-01)

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

Seconded by Director Moeller.

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

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

April 2020 Service Anniversaries

16 Years of Service:

Community Risk Reduction Specialist, **Tina Gerola**



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3 Years of Service:

Paramedic **Ryan Tonelli**

2 Years of Service

Paramedic **Michael Bigg**

3. Call to the Public. (BOD #2020-04-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 person from the public over the conference phone.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-04-03):

- A. Board Meeting Minutes from March 18, 2020
- B. Special Board Meeting Minutes from April 2, 2020
- C. Disposition of Surplus Property – Toshiba Ricoh Copier -Donation

Motion by Director Strand to approve all consent agenda items for April 15, 2020.

Seconded by Director Cross.

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

5. Discussion and possible approval of the next Fire Chief Selection – Ad-Hoc Committee Request for Proposal (RFP): About SFMD, Fire Chief Job Description and Executive Recruiting RFP. (BOD #2020-04-04)

This item was pulled from the agenda and will be added to the May 2020 agenda in order to give all Board Members more time to review the documents revised by SFMD's attorney.

6. Discussion and possible action regarding emergency check signing authority. (BOD #2020-04-05)

Reviewed check-signing policy.

Policy will continue as it has been for two Board members to sign checks and Roger Wood signs if we cannot get second Board Member to sign in a timely manner for time sensitive payments. Fire Chief Farber has not been an authorized signer and will continue to not be responsible for check signing. Should the checks need to leave the Administration building to acquire a Board Member's signature in a timely manner, Board Members will be notified of such need.

NO MOTION



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7. Discussion and possible approval of cancellation Intergovernmental Agreement (IGA) with the Town of Florence and the Town of Superior for the Repair and Maintenance of their Fire Apparatus and related Fire Equipment. (BOD #2020-04-06)

Assistant Chief Richard Ochs explained why SFMD made a business decision to terminate the fleet service agreements with the Town of Florence and the Town of Superior. SFMD will continue to honor the current agreement until June 30, 2020. Both Fire Chiefs from Florence and Superior understand why this is necessary and are currently making other arrangements for fleet services. SFMD simply does not have enough staff to continue to service Florence and Superior. There was a concern that terminating these services could adversely affect the District's future expansion / annexations / merging of departments. Fire Chief Farber said Florence knew this would be happening as they have grown a lot and are bigger than we can service. We still have a great relationship with both Florence and Superior.

Motion by Director Cross to cancel the Intergovernmental Agreements between the Town of Florence Fire Department and the Town of Superior Fire Department effective June 30, 2020.

Seconded by Director Moeller.

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

8. Discussion and possible approval of a new contract for on-call plumbing services between SFD and Genco Plumbing LLC. (BOD #2020-04-07)

This item was pulled from the agenda and will be added to the May 2020 agenda in order to give all Board Members more time to review the documents revised by SFMD's attorney.

No Motion.

9. 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 (removed for further review)~~
- 904 – High-Visibility Safety Vests
- 905 – Soft Body Armor
- 906 – Apparatus / Vehicle Backing
- 907 – Heat Illness Prevention Program
- ~~908 – Respiratory Protection Program (removed for further review)~~
- 909 – Personal Alarm Devices
- 910 – Health and Safety Officer (HSO)
- 911 – Vehicle Seat Belts
- 913 – Ground Ladder Testing
- 915 – Hazardous Energy Control



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- 916 – Hazard Communication

Motion by Director Cross to approve policies: Personal Communication Devices, Illness and Injury Prevention Program, Arizona Division of Occupational Safety and Health Inspections, Arizona Division of Occupational Safety and Health Notifications of Illness, Injury or Death, High-Visibility Safety Vests, Soft Body Armor, Apparatus/Vehicle Backing, Heat Illness Prevention Program, Personal Alarm Devices, Health and Safety Officer (HSO), Vehicle Seat Belts, Ground Ladder Testing, Hazardous Energy Control, Hazard Communication.

Seconded by Director Moeller

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

10. Discussion, presentation and possible approval of the following Policies brought for review at the April 15, 2020 Board Meeting for final approval at the May 20, 2020 Board Meeting. (BOD #2020-04-09)

- Fire Station Safety
- Grievance Procedure
- Employee Discipline

No Motion

11. Reports (BOD #2020-04-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- COVID-19 Update
- Workers Compensation Risk Pool
- Friday, April 3rd, 2020 met with Kelly Townsend, Mayor Serdy and Pinal County Supervisor House to sign a declaration to release information regarding COVID-19 virus victims and their locations.
- Former Board Chairman Jim Cowles passed away Monday, April 13th.

Deputy Chief Jeff Cranmer

- Review of recent Incidents and Training

Assistant Chief Rick Ochs

- ImageTrend Elite Inspection Module
- Facilities maintenance / repair with remaining funding
 - Painting at FS264 & FS265
 - Concreate repairs at FS265
 - Roof repairs and pigeon control at FS263

Growth & Development

- Sunbelt Rentals



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- Filibertos update
- Tenant Improvements; Walmart, McDonalds, Horizon Health, GC Internal Medicine, KOA, Edward Jones, Bank of America and Captains Bar

Administrative Services Director Anna Butel

- COVID-19 Directives review
- Justin Elliott (Brother of Dan Elliott) introduction; new Transportation Services Paramedic. Started on March 26.
- Technology Updates
 - The addition of WebEx
 - Transport Layer Security (TLS)

Fire Chief Farber stated that he signed a Memorandum of Understanding with between SFMD and Pinal County Public Health that will designate Eileen Blackstone as a point of contact with data for people who have tested positive for COVID-19. We had to make sure we understood the HIPPA implications. This is important information to know to protect our people.

12. New Business / Future Agenda Items. (BOD #2020-04-11)

The Board Members agreed that Director Cross would be able to sign Board documents in lieu of Clerk Chamberlain not being there in person.

13. Announcements (BOD #2020-04-N/A)

Chairman House states that Pinal County now officially owns Mountain View and Jacob Waltz Roads. These roads should be opened by late May. Mountain View will be open between Pioneer Street and Highway 88. Initially these roads will remain dirt, until funding is secured for paving.

14. Adjourn (BOD #2020-03-12)

Motion by Director Cross at 7:13 P.M. to adjourn the meeting

Seconded by Chairman House.

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

Governing Board Approval:

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

Board Clerk Kathleen Chamberlain
Sherry Mueller