



Superstition Fire & Medical District

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

Administration Office
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Governing Board Meeting Minutes

July 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, JULY 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 5:31 PM.

A. Call to Order

Chairman House called the meeting to order at 5:31 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 Jason Moeller, and Director Jeff Cross. Director Larry Strand did not attend the meeting. Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, Finance Director Roger Wood, Acting Assistant Chief Jeff Cranmer and Administrative Services Director Anna Butel. Also in attendance was Board Secretary and HR Generalist Sherry Mueller. Legal Counsel William Whittington attended via conference call.

1. Review and approval of the June 2020 financial reports and bank reconciliations. (BOD #2020-07-01)

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

Seconded by Director Moeller.

Vote 4 ayes, 0 nays, **MOTION PASSED.**

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-07-02)

Historical Review

History review of the Class of 1985 – 1986

Union Local 3056 was formed. The first recognized fire union in the State of Arizona



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July 2020 Service Anniversaries

36 Years of Service: Engineer/Paramedic **Mark Blackstone**

27 Years of Service: Battalion Chief **Amy Brooks**

25 Years of Service: Battalion Chief **Brett Broman**

24 Years of Service:

Engineer/Paramedic **Andrew Colby**

Captain **Brian Logsdon**

Battalion Chief **Brian White**

Captain/Paramedic **Brian Wyatt**

20 Years of Service:

Captain/Paramedic **Jeff Ehrlich**

Captain **Joe Garcia**

19 Years of Service:

Captain/Paramedic **Mark Castaneda**

Firefighter/Paramedic **Dan McKinney**

2 Years of Service: EMT **Kelsey Christensen**

PROMOTIONS – July 1, 2020:

Captain Ryan Ledbetter

Captain Bryan Heun

Engineer Jay Nelson

Engineer Colt Weddell

3. Call to the Public. (BOD #2020-07-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.

NONE



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4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-06-03):

- A. Board Meeting Minutes from June 17, 2020
- B. Preplanners, LLC Agreement Renewal
- C. Professional Services Agreement for GIS Data Custodian Services (Preplanners, LLC)
- D. Disposition of Surplus Property – 10 Recliners

Motion by Director Moeller to approve all consent agenda items for July 15, 2020.

Seconded by Director Cross

Vote 4 ayes, 0 nays, **MOTION PASSED**

5. Public Hearing in accordance with ARS §48-805.02 in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District revenue and expenditure for Fiscal Year 2020/2021. (BOD #2020-07-04)

No one from the public made a request to speak

6. Discussion and possible approval of FY2020/2021 budget and adoption of Resolution #2020-07-15-07: Budget Adoption. (BOD #2020-07-05)

FY2020/2021 Budget Totals				
Superstition Fire & Medical District Budget - FY 2020 / 2021				
Budget Income Summary				
Revenue Summary by Fund Account (includes beginning cash balance)				
FUND	2019 / 2020 Actual	2019 / 2020 Approved Budget	2020 / 2021 Approved Budget	2021 / 2022 Budget Forecast
General Operating (M&O)	\$ 16,391,308.12	\$ 16,464,075.89	\$ 17,297,184.00	\$ 17,788,158.00
Transport Services	\$ 3,424,166.58	\$ 3,170,075.10	\$ 3,585,291.15	\$ 3,585,778.15
Capital Projects	\$ 1,772,063.72	\$ 1,792,596.74	\$ 1,737,206.74	\$ 1,891,970.74
Special Revenue	\$ 80,234.22	\$ 79,537.86	\$ 88,358.98	\$ 36,056.98
Debt Retirement Principal	\$ 794,236.90	\$ 771,692.27	\$ 792,437.08	\$ 797,466.08
Debt Retirement Interest	\$ 210,046.86	\$ 231,145.03	\$ 190,513.62	\$ 191,313.62
	\$22,672,058.40	\$22,609,122.89	\$23,690,999.57	\$24,290,743.57

FY20/21 Budget Summary:

Major Initiatives



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- Sworn market adjustment (50% 7/1/20, 50% 1/1/21)
- Additional sworn cancer screening. Possible grant
- Funding for hiring 3 firefighters for replacements
- Increased shift overtime & training overtime budgets
- Continued SAFER grant participation
- TRT Training for 2 new members
- Contracted NIMS Training
- Contracted Fire Inspector position
- Contracted Fire Investigator position
- ELBO / SELBO funding
- Increased Benefit Dollars
- Normal step increases
- Shift personnel market adjustment (50% 7/1/20, 50% 1/1/21)
- 42-Hour Ambo to 56-Hour on 1/15/21
- Increased Benefit Dollars
- New flooring at S261
- Ward Diesel filtration systems
- Clean Cab Standards
- Polaris Ranger UTV
- 2016 pumper and 2014 tanker lease payments
- New pumper equipment
- New extrication equipment for S265
- GRIC ambulance equipment (contingent on grant)
- Microwave upgrades and system software
- Completion of second set of turnouts
- Paratech 12 Shore Trent Kit (TRT)
- Active Shooter Vests (carryover from FY19/20)
- Five (5) Dual Band portable replacement radios
- Ten (10) Viking Motorola portables radios.
- SCBA bottle replacements.
- One (1) heart monitor.
- LikePak AED replacements.
- Server replacements & updates
- Software enhancements.
- Fitness Equipment Contingency

The contracted positions included in this budget will go to the Fire Board for award approval.

Motion by Director Moeller to adopt Resolution 2020-07-15-07: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in the amount of \$23,690,999.57 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2020 / 2021.”



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Seconded by Director Cross

Vote 4 ayes, 0 nays, **MOTION PASSED**

7. **Discussion and possible adoption of Resolution 2020-07-15-08 authorizing an increase of the District's line of credit ("LOC") with Wells Fargo for Fiscal Year 2020 / 2021 from \$1.5 million to \$2 million. (BOD #2020-07-06)**

Due to unforeseen potential issues related to the timing of State Land deployments and the subsequent reimbursement payments from Arizona's Department of Forestry and Fire Management (DFFM), as well as unexpected staffing vacancies related to COVID, Staff is recommending the Board approve an increase to its existing LOC to a total of **\$2.0 million** to ensure cash-on-hand to cover payroll and essential non-payroll expenses in the time before the District receives its first half of tax revenue on or about November 1, 2020. There is no cost to establishing an LOC if it is not used.

Motion by Director Moeller to 2020-07-15-08 authorizing an increase of \$500,000 to the District's line of credit with Wells Fargo to a new total of \$2 million for Fiscal Year 2020/2021."

Seconded by Director Cross

Vote 4 ayes, 0 nays, **MOTION PASSED.**

8. **Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and United Mesa Firefighters, Local 2260, Superstition Chapter, and possible adoption of Resolution #2020-07-15-09. (BOD #2020-07-07)**

The MOU was first established and approved by the SFMD Board of Directors in 2017. This document is updated annually to reflect changes within the District. This was a collaborative effort between the Senior Leadership Team and the Superstition Fire & Medical Firefighters Chapter of Local 2260.

Summary:

- Duration: July 15, 2020 – July 21, 2021
- Covers all Unit Members
- Provides representation for all employees, civilian and sworn
- Affirms and strengthens the Rights of Management
- Affirms Labor and Managements right to Meet and Confer on issues of wages, benefits, and working conditions
- MOU will not create an increase to organizational costs
- No escalators
- In accordance with Federal and State Statutes
- Modifications require Board approval
- Shall remain in full effect for the term, unless an intervening financial crisis should occur



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Motion by Director Moeller to approve the 2020 Memorandum of Understanding (MOU) between the Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter, and adopt Resolution 2020-07-15-09

Seconded by Director Cross

Vote 4 ayes, 0 nays, **MOTION PASSED.**

9. Discussion, update and possible action regarding Staff trucks / take-home vehicles. (BOD #2020-07-08)

Chief Farber provided an analysis of the SFMD pick-up truck assignments. He covered what trucks we have, what the cost is per mile, miles driven, annual cost and to whom they are assigned.

There was discussion regarding whether the number of calls these vehicles responded to justified the need to have them respond from home and whether personal vehicle could be used to travel between home and the district, where a district vehicle could be picked up and travel to the incident. Since personnel responding in these vehicles have not been included in the run reports, it was impossible to determine how many times they actually responded and if a take home vehicle justified the expense. This will now be changed to make sure all personnel responding to an incident will be included in the run reports.

There was concern regarding the potential use of take home vehicle for personal use. There is a policy which addresses this and a reminder to review and adhere to this policy was requested.

There was concern whether there were tax implications for these take home vehicle, which Chief Farber stated there were not. He explained that a marked public safety vehicle is exempt from the fringe benefits classification for taxable income purposes.

Chief Farber explained that pick-up trucks were also assigned to stations. He explained how and why they were useful being assigned this way.

There was a discussion regarding outfitting certain senior staff vehicles for emergency response. At this time, without knowing exactly how many times these staff members are actually responding, looking further into this expense does not seem justified. Additionally, since there is already a command system in place, the need to have senior officers responding to scenes in an emergent manner is questionable.

For the time being, it is important to document the number of calls being responded to and have this information ready so the new, incoming, chief may decide how he/she wants to address take home vehicles and if any should be outfitted with emergency response capabilities.

No Motion



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- 10. Discussion, update and possible action regarding the Ad-Hoc committee presentation of Request for Proposal (RFP) submissions to provide services for our new fire chief selection process. Determination to recommend whether there are suitable submissions for the Fireboard to review and make a contractual award selection at the August 19, 2020 Board of Directors meeting. (BOD #2020-07-09)**

The Ad-Hoc committee was formed to facilitate the selection of a consulting firm to handle the search for the next fire chief for SFMD. Request for Proposals (RFP) have been received and were provided to the Board for review. The top submissions will be discussed at the August 19, 2020 Board of Directors meeting.

No Motion

11. Reports (BOD #2020-07-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- COVID Update
- Wildland Update
- CARES Act Update
- Organizational Chart / Responsibilities
- Bryan Boatman Funeral Procession

Acting Assistant Chief Jeff Cranmer

Review of recent Incidents and Training

- First Ballistic PPE in conjunction with the Rescue Task Force Training with AJPD
- Structure Fire - 1065 N. Ironwood
- Engineer Testing
- Wildfire – Baseline and Meridian
- Structure Fire – 1615 N. Apache Trail
- Horse Rescue
- Structure Fire – Apache and Main Dr.
- Structure Fire – 351 N. Meridian
- MVA – North Apache Trail
- Regional Training Meeting at Tempe
- Fatality Hay Truck / Brush Fire
- Structure Fire Ironwood and Renaissance Avenue

Assistant Chief Rick Ochs

Fire Prevention

- Contract for Services; Fire Investigator
- Contract for Services; Fire Inspector
- New Pierce Engine, design approval
- City of AJ has installed Blue Hydrant Markers

Growth & Development

- Hampton East III



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- TXAZ Machine Shop
- Bold Site Logistics

Administrative Services Director Anna Butel

- Recruit Firefighter Process
- Over 200 Applications
- 179 Participated in Written Exam
- 1 week with 2 sessions per day
- 89 Candidates have been selected to move forward to panel interview
- At the completion of the panel interviews 20 will be selected for the Intern Academy (Aug 14&15)
- Social Distancing
- Temperature checks before testing

12. New Business / Future Agenda Items. (BOD #2020-07-11) NONE

13. Announcements (BOD #2020-07-N/A)

Mr. House stated that Mountain View Road and Jacob Waltz Road should be open by the end of July as a dirt road. Both roads should be paved by October.

Chief Farber stated that the AJ City Manager, Bryant Powel has shared that the East Mart Property on South Ironwood Road should be purchased and annexed into the City by October of this year.

14. Adjourn (BOD #2020-05-12)

Motion by Director Cross at 7:33 P.M. to adjourn the meeting
Seconded by Director Moeller

Vote 4 ayes, 0 nays. **MOTION PASSED.**

Governing Board Approval:

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

Board Clerk Kathleen Chamberlain
Sherry Mueller