



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
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Governing Board Meeting Minutes

August 19, 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, AUGUST 19, 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 Chairman House

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, and Director Jeff Cross. Director Larry Strand attended the meeting via conference call. Director Jason Moeller was not present.

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. Legal Counsel William Whittington attended via conference call.

1. Review and approval of the July 2020 financial reports and bank reconciliations. (BOD #2020-08-01)

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

Seconded by Director Strand

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-08-02)

Historical Review

Apache Junction Fire District Dispatch



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August 2020 Service Anniversaries

31 Years of Service: Captain/Paramedic **Andy Kuhn**

19 Years of Service: Firefighter **Paul Gruetzmacher**

19 Years of Service: Firefighter **Mark Widick**

16 Years of Service: Captain/Paramedic **Jon Williamson**

13 Years of Service: Administrative Assistant II **Kelly Bartz**

5 Years of Service: Account Clerk Specialist **Lori Hlavin**

5 Years of Service: Transportation Services Manager **Billy Warren**

4 Years of Service: Firefighter/Paramedic **Clint Musgrave**

PROMOTIONS – July 1, 2020:

Captain Ryan Ledbetter

Captain Bryan Heun

Engineer Jay Nelson

Engineer Colt Weddell

Engineer Jason Chapman

3. Call to the Public. (BOD #2020-08-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

4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-08-03):

A. Board Meeting Minutes from July 15, 2020

Motion by Director Cross to approve all consent agenda items for August 19, 2020.

Seconded by Clerk Chamberlain

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



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5. Discussion and possible approval of the Fire Inspector Contract. (BOD #2020-08-04)

The Fire District is behind in conducting annual Fire Inspections. This has resulted from two notable changes. First, the fire suppression crews were relieved of fire inspection duties in 2012, and second the Fire Prevention Division staffing (40 hour personnel) has been reduced. We are currently not ISO or NFPA compliant. Jerome Hansen has been volunteering for the SFMD for more than 4 years, and is a Certified Fire Inspector I & II.

The SFMD has not previously worked with a contracted Fire Inspector. It is our intention to utilize Mr. Hansen as a Pilot Study to determine the effectiveness of a contract investigator, and to regain compliance with ISO, NFPA and Accreditation. He will be paid \$38.00 per Business Inspection, which includes one re-inspection.

Motion by Director Cross to approve the contractual agreement for As-Needed Business Fire Inspection Services

Seconded by Clerk Chamberlain

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

6. Discussion and possible approval of the Fire Investigator Contract. (BOD #2020-08-05)

The District currently has no Certified Fire Investigators on staff. The organization has lost its remaining three investigators in the past 60-80 days due to early retirement/resignations. The process to train new Fire Investigators entails a minimum of two years. John Lindstrom, an Apache Junction resident is very qualified and desires to serve as an On-Call Investigator for the SFMD. Mr. Lindstrom currently serves as the Assistant Fire Marshal and Lead Fire Investigator for Arizona State University, and has a very flexible schedule. He has experience working as a Fire Investigator with four different organizations dating back to 2001.

The SFMD has not previously worked with a contracted Fire Investigator. It is our intention to utilize Mr. Lindstrom as a Pilot Study to determine the effectiveness of a contract investigator. He will be paid an hourly contract rate when we request. He will provide all of his own gear/equipment. Additionally, Mr. Lindstrom may be scheduled to train our Captains in fire investigation to expand their knowledge and abilities at the same hourly rate.

Motion by Director Cross to approve the contractual agreement for As-Needed Fire Investigation Services

Seconded by Clerk Chamberlain

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



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7. Discussion, presentation and possible approval of the Ad-Hoc Committee's recommendation of the top consulting firm for the next fire chief search, and awarding of the contract to the recommended consulting firm. (BOD #2020-08-06)

The Ad Hoc Committee has reviewed the RFP submissions from six (6) respondent consulting firms who have submitted their bid to be awarded a contract from the District for facilitating the search of the new fire chief. The submissions from all six (6) respondents were distributed to the Board in August.

The Ad Hoc Committee narrowed the selection to the top two (2) firms in July, and held video / teleconference calls with these two firms in early August. As a result of this vetting, the Ad Hoc Committee is recommending that Ralph Andersen & Associates be awarded the contract.

Ralph Andersen's bid price is within the budget that was established for the fire chief search in the FY 2020 / 2021 budget. The contract between SFMD and Ralph Andersen will be presented to the Board at the September 2020 Board meeting for consideration and possible approval.

Motion by Director Cross to approve Ralph Andersen & Associates as the new fire chief recruitment consulting firm.

Seconded by Clerk Chamberlain

Vote 3 ayes, 1 nays, MOTION PASSED

Voted Aye

Chairman House

Clerk Chamberlain

Director Cross

Voted Nay

Director Strand

8. Discussion, presentation and possible approval of the 2019/2020 Annual Report and possible adoption of Resolution 2020-08-19-10. (BOD #2020-08-07)

This item comes before the Board on an annual basis. The annual report provides an overview of SFMD's performance over the last fiscal year. The report provides insight across all departments of the SFMD and its impact on our community. Some highlights included in the annual report:

- COVID 19 – created Emergency Operations Team, secured funding from DEMA, put out directives
- Statistics and Response Times
 - Total Incidents – 10,359
 - Average Response Time – 4:18
 - Average call volume increased by 4.5
- Fire Suppression
 - Pre-Incident Value of Property & Content - \$7.7 Million
 - Value of Property & Content Saved - \$4.7 Million
 - Percentage of Property & Content Saved – 61%



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- Emergency Medical Services
 - 2019 Cardiac Arrests: AZ Survival Rate 10.5% / SFMD Survival Rate **31.8%**
- Transport Services
 - ALS Transports – 4,545
 - BLS Transports – 764
 - Cancelled, Refusal, DOA, Other – 609
 - Total Transports 5,309
 - Average Ambulance Transports per day: 14.5
- Training
 - Total Training hours: 27,607 (Fire Operations, Health/Fitness, Rescue & EMS, Driver/Operator, Administrative, Wildland, Technical Rescue, Hazardous Materials, Prevention/Education)
- Community Services
 - CCR Demonstrations (hands Only CPR) 1,185
- Budget Summary
- Other Funding – Grants
- Wildland Fires
 - Lost Dutchman Fire
 - Sawtooth Fire
 - Southern Fire
- Employee Recognition
 - Firefighters of the Year: Robert Vande Krol, Randall Vande Krol
 - Transportation Services Employee of the Year: Sarah Koupal
 - Civilian Employees of the Year: Lori Hlavin, Sherry Mueller
 - Promotions and Assignments
 - Amy Brooks – Battalion Chief
 - Tanner Fox – Training Captain
 - Ryan Ledbetter – Captain
 - Bryan Heun – Captain

Motion by Director Cross to approve the 2019/2020 Annual Report and adoption of Resolution 2020-08-19-10: Formally Adopting the 2019/2020 Annual Report

Seconded by Clerk Chamberlain

Vote 4 ayes, 0 nays, MOTION PASSED

9. Reports (BOD #2020-08-08)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- SFMD COVID-19 Status
- Invasive Weed & Fuel Reduction Grant
- Cancer Screening Grant
- Recruit Firefighter Process (Intern Academy)



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- Rescue + Live

Acting Assistant Chief Jeff Cranmer

- Review of Training
- Review of Intern Academy
- Review of Incidents
 - Trimmer Fire (N. California)
 - Kiniksu Fire
 - San Carlos Fire
 - Lamplighter Structure Fire
 - U.S. 60 & Peralta Trail – Tractor Trailer

Assistant Chief Richard Mooney

- Review of Transportation stats
- Accreditation Update

Assistant Chief Rick Ochs

Planning & Logistics

- Apparatus committee – LN Curtis and TFT
- Exhaust Filtration Systems
- Planning for Clean Cab upgrades of apparatus
- Annual Radio Maintenance

Growth & Development

- Slowdown of new Plans
- Current construction and TI's require much work
- City of AJ has several Preliminary Reviews for new development

Finance Director Roger Wood Finance & Accounting Update

- Working with R1 and SFMD legal to develop new R1 (ADPI) contract for Board review and approval at the September BOD Meeting (Billy & Roger)
- FY 19/20 Audit prep work is on-going (Roger & Jenn)
- Payroll uploaded development is on-going (Roger & Lori)

12. New Business / Future Agenda Items. (BOD #2020-08-09)

NONE

13. Announcements (BOD #2020-08-N/A)

Chairman House announced they paved the concrete crossing on Mountain View. Around September 19, 2020, the entire road will be completed.

Chief Ochs said *The Mounted Rangers* gave SFMD a check in the amount of \$1,000



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14. Adjourn (BOD #2020-08-10)

Motion by Director Cross at 7:00 P.M. to adjourn the meeting

Seconded by Clerk Chamberlain

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

Governing Board Approval:

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

Board Clerk Kathleen Chamberlain
Sherry Mueller