



# Superstition Fire & Medical District

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

**Administration Office**  
565 North Idaho Road  
Apache Junction, AZ 85119  
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**Regional Training Center**  
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**Fleet & Facilities Services**  
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## Governing Board Meeting Minutes

### September 16, 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, SEPTEMBER 16, 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 5:33 PM.**

#### A. Call to Order

Chairman House called the meeting to order at 5:33 PM.

#### B. Pledge of Allegiance

The Pledge of Allegiance led by Director Strand

#### C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Jeff Cross, Director Larry Strand 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, Acting Assistant Chief Jeff Cranmer and Administrative Services Director Anna Butel. Also in attendance was Sherry Mueller, Human Resources Generalist and Board Secretary. Legal Counsel William Whittington attended via conference call.

#### 1. Review and approval of the August 2020 financial reports and bank reconciliations. (BOD #2020-09-01)

**Motion** by Director Moeller to approve the August 2020 financial reports and bank reconciliations.

**Seconded** by Director Strand

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

#### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-09-02)

#### Five Firefighter Recruits

- New Hire Orientation on Thursday, October 8, 2020
- Phoenix Fire Academy starts on Monday, October 12, 2020

Caleb Brown                      Anthony Pezzino

Sophie Boukatch                Thomas Merrill

Shane Gereg



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## Historical Information

Fire Chief Harvey Miller

Fire Chief John Flynn

## September Service Anniversaries

- 35 Years of Service:** Fire Chief **Mike Farber**
- 29 Years of Service:** Assistant Chief **Rick Ochs**
- 28 Years of Service:** BSO / Captain / Paramedic **Mike Paul**
- 22 Years of Service:** Firefighter **Nat Erickson**  
Firefighter **Shorty Johnston**  
Assistant Chief **Rich Mooney**  
Engineer **Jose Sepulveda**
- 20 Years of Service:** Engineer **John Taylor**
- 18 Years of Service:** Engineer/Paramedic **Jim Crowley**  
Captain/Paramedic **Craig Halver**  
Engineer **Aaron McDonald**
- 15 Years of Service:** Training Captain/Paramedic **Tanner Fox**  
Engineer **Rob McMinn**  
Firefighter/Paramedic **Randy VandeKrol**
- 14 Years of Service:** Firefighter/Paramedic **Eric Ellsworth**  
Captain/Paramedic **Dustin Farber**  
Firefighter/Paramedic **Ken Simkins**
- 3 Years of Service:** EMT **Jack Hafer**  
Firefighter/Paramedic **Trenton McMinn**  
Firefighter **Zachary Leon**
- 2 Years of Service:** Firefighter/Paramedic **Travis Yates**

## PROMOTIONS / OFFICIAL PINNING:

- Engineer **Casey Schreiner**  
Engineer/Paramedic **Jason Chapman**  
Engineer/Paramedic **Colt Weddell**  
Engineer/Paramedic **Jay Nelson**  
Captain/Paramedic **Ryan Ledbetter**  
Captain **Bryan Heun**



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### 3. Call to the Public. (BOD #2020-09-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 #2020-09-03):

- A. Board Meeting Minutes from August 19, 2020
- B. Portable Radios Purchase
- C. Mobile Radios Purchase
- D. Clean Cab Seats Purchase
- E. "NO SMOKE" Diesel Filtration System Purchase

**Motion** by Director Strand to approve all consent agenda items for September 16, 2020.

**Seconded** by Director Cross

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

### 5. Discussion and possible approval of the new Master Services Agreement dated September 16, 2020 between Superstition Fire & Medical District and Advanced Data Processing, Inc (R1). (BOD #2020-09-04)

SFMD's current contract with R1 is an addendum to the contract between the City of Yuma and R1. This approach was taken to keep up with the rapid pace of launching the new Transportation Services Division in January 2016. The current contract is set to expire on September 16th, 2020. SFMD has worked collaboratively with R1's staff, R1's legal, and SFMD's legal to create a standalone contract that will secure our rate of 4.8% of what they collect, for five years. This new contract clearly outlines the expectations and responsibilities between SFMD and R1 to ensure the district is receiving the best service possible. Staff recommends that the Board of Directors approve the new contract between SFMD and R1 effective September 16th, 2020.

**Motion** by Director Cross to approve the new Master Services Agreement dated September 16, 2020 between Superstition Fire & Medical District and Advanced Data Processing, Inc (R1).

**Seconded** by Director Moeller

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

### 6. Discussion, presentation and possible approval of the Professional Services Agreement between Superstition Fire & Medical District and Ralph Andersen & Associates for executive search services for the position of Fire Chief. (BOD #2020-09-05)



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Several months back, SFMD created an Ad-Hoc Committee to select a professional recruiting firm for the position of Fire Chief. The Ad-Hoc committee provided the Fireboard with copies of all the submitted proposals for their review and input. After completing the RFP, reviewing submitted proposals, interviewing the top two vendors, the committee was able to recommend Ralph Andersen as the top vendor in this competitive process.

**Motion** by Director Strand to approve the Professional Services Agreement between Superstition Fire & Medical District and Ralph Andersen & Associates for executive search services for the position of Fire Chief.

**Seconded** by Director Moeller

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

**7. Discussion, presentation and possible approval of revised Policies 1041: Military Leave and 1008 Tuition Reimbursement brought for review at the September 16, 2020 Board Meeting for final approval at the October 21, 2020 Board Meeting. (BOD #2020-09-06)**

**Policy 1041: Military Leave**

As part of continuous improvement, SFMD has reviewed its Military Policy and would like to make a slight adjustment in both policy and practice. The majority of the Military Policy is State and Federal Law, which was not edited.

The last section of the policy relates to SFMD procedure, where we have lined up with the federal fiscal year. This policy change will simplify the process for SFMD payroll and follow the military calendar.

**Policy Addition Below**

SFMD will provide eligible military employees with a balance of 720 hours every two years. Any remaining of the 720 hours will expire at the end of the two years, and another 720 hours will be issued for the next two-year period. The 720-hour distribution will be in-line with the federal military fiscal year, which begins on October 1st, and ends on September 30th. If all 720 hours have been exhausted, the employee may use vacation time or work-trades to cover hours and avoid going into no-pay.

**Policy 1008: Tuition Reimbursement**

Through the Labor-Management process, a request was made to adjust the wording in the rank/position requirements section. In the Captain section, change to 5 years' experience with SFMD, thus removing the word consecutive. No other parts of the policy were changed.

**No Motion**



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## 8. Discussion, presentation and possible approval of the 2020/2021 Operational Plan and possible adoption of Resolution #2020-09-16-11. (BOD #2020-09-07)

The Operational Plan is a supporting document to the Strategic Plan. It is evaluated annually and updated as items are completed. The Strategic Plan includes short and long-term goals of projects to be completed and specific steps to complete the goals. The Operational Plan provides guidance to each division and subsequent departments. It mirrors the Organizational Chart. Goals and objectives are the roadmap for the fiscal year.

SFMD received FEMA Assistance for Firefighters Grant awarded August 2020. Cancer initiatives include Continued employee education and screening, upgrade of primary apparatus to “Clean Cab”, diesel exhaust filtration for primary fire apparatus and ambulances

SCBA Technicians: Gas monitors, SCBA maintenance, annual fit test.

Technical Rescue Team (TRT): Training hours, gear maintenance, new members.

Wildland Team: Training hours, Red Card certification and contract for UTV.

Training-Fire: Quarterly fire training, annual night drill, incident command, natural gas safety, active shooter drill, annual driver/EVOC training, electrical, solar panel and battery storage safety, Chief Officer / company command level training, data collection and reporting in Target Solutions.

Training-EMS: Quarterly EMS training and CE classes, Recertification for all Paramedics and EMTs, Bi-annual ACLS and PALS training, State and regional EMS committees.

Health & Wellness: Annual physicals, assist with cancer screenings, assess/improve fitness facilities at all stations, tracking of hazardous incident exposures.

Transportation Services: AZ DHS response times to maintain CON, AZ DHS ambulance inspections, AZ DHS reimbursement rates, monitor billing reimbursement with R1 and maintain ambulance staffing levels.

Accreditation: Required training for Accreditation Officer, facilitate accreditation process.

Fire Prevention: Adopt latest edition of the International Fire Code, pre-fire plans, one employee to Fire Investigator training, contract Fire Inspector and Contract Fire Investigator.

Fleet & Facilities: Deploy new Pierce Velocity Pumper, cabinets for ballistic vests and helmets, radio purchases and deployment, facility repairs and maintenance.

Human Resources: Assist Board of Directors and Ralph Andersen with Fire Chief recruitment process, on-board five firefighters for 10/12/2020 Phoenix Fire Academy, maintain staffing levels for SAFER Grant requirements, onboard Transportation Services personnel as needed, facilitate promotional testing process for Captain testing, complete and maintain workers’ compensation claims and paperwork, evaluate and implement a Human Resources software application.

Financial Services: Develop a fiscally responsible budget for the upcoming fiscal year, facilitate the annual audit for the previous fiscal year, facilitate collection of payment for out-of-district responses, prepare and submit the Annual Revenue & Cost Report (ARCR) required by AZ DHS, effectively manage cash to ensure sufficient liquidity for suppression, transport and capital operations, ensure accurate and timely payroll and payables processing.

Labor-Local 2260: Annual update of the Memorandum of Understanding, annual employee benefit selections, assist in development and retention of employees by promoting professional development opportunities, support all cancer initiatives, support and participate in all promotional processes, participate in the fire chief recruitment process when designated by the fire board.



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**Motion** by Director Moeller to approve the 2020/2021 Operational Plan and adopt Resolution 2020-09-16-11: fully adopting the 2020/2021 Operational Report.

**Seconded** by Director Strand

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

## 9. Reports (BOD #2020-09-08)

### Senior Leadership Team (SLT):

#### Fire Chief Mike Farber

- Swat Medic – 4 – 6 volunteers to re-instate the program with AJPD
- Grant for Fuel Reduction by the City and County, Friends of Tonto, to create fire break trails
- Possible IGA with Mesa and Queen Creek for Human Resources help as needed
- Firefighter Recruit Update – Conditional offers signed

#### Acting Assistant Chief Jeff Cranmer

- Arizona Type 1 Team – Superstition Fire – Type 1 team used our facility on this fire – SFMD crews assisted on this fire
- SFMD Medical Crew on the Salt Fire – SFMD medical crew used our UTV
- Training – Hose and Nozzle Demonstration – The demos will be on a reserve truck to try out possible equipment for the new apparatus
- Extrication Training
- Cortez Fire
- Pueblo Fire
- Battalion Safety Officer Testing
- Recruit Pre-Academy
- 911 Memorial Tribute
- Virginia Fire
- Technical Rescue – Two Motorcyclists Near Canyon Lake

#### Assistant Chief Rick Ochs

##### **Fire Prevention & Logistics:**

- Sept. 23<sup>rd</sup> Captain Fox & E263 crew will join a Cub Scout WebEx meeting to help them earn a badge.
- Installation of a fence on the West side of the Fleet Services building to support growth and provide security.
- New On-Call Fire Investigator has been utilized twice. A second Investigator is being interviewed and will likely be added to the On-Call list.

##### **Growth & Development:**

- Hampton Goldfield, 128 units (Goldfield Rd and entrance to Dolce Vita)
- Entrada Del Oro, two additional parcels to be developed



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- Superstition Station, 69 units (Ironwood & Super)
- Evolution Healthcare, 2 additional Buildings (Gold Dr. & Apache Trail)

## Administrative Services Director Anna Butel

- Hired two new Paramedics:
  - Brian Urquizo – July 20, 2020
  - Natalie Dana – August 24, 2020

### **10. Possible vote to go in to 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 #2020-09-09)**

- a) Confirmation that the fire chief 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 Clerk Chamberlain to go into Executive Session pursuant to ARS §38-431.03(A)(1) at 7:02 p.m. for personnel matters regarding the fire chief's performance evaluation and ARS §38-431.03(A)(3) for legal advice"

**Seconded** by Director Strand

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

### **11. Discussion and possible action regarding the Fire Chief Performance Evaluation (BOD #2020-09-10)**

The public session resumed at 7:54 p.m. Chairman House announced that there was a Fire Chief performance evaluation.

### **12. New Business / Future Agenda Items. (BOD #2020-09-11)**

**None**

### **13. Announcements (BOD #2020-09-N/A)**

- 1) Director Moeller stated he wished to dispel recent rumors that he may have had an issue with Staff or the Labor group. He explained that he had experienced a personal issue and had issue with no one in the organization.
- 2) Chairman House stated that a Ribbon Cutting ceremony will be held on September 24<sup>th</sup> at 12:00 noon, at the intersection of Mtn. View Rd. and Jacob Waltz St. to celebrate the re-opening of the two roads. All are invited.
- 3) Chief Farber announced he will be out of the District all of next week to complete the final phase of his Doctoral Degree. He will be available after 17:00 hours each day and on the weekends.

### **14. Adjourn (BOD #2020-09-12)**



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**Motion** by Director Moeller at 7:58 p.m. to adjourn the meeting

**Seconded** by Director Strand

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

### Governing Board Approval:

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

Board Clerk Kathleen Chamberlain  
*Sherry Mueller*