



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

October 21, 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, OCTOBER 21, 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 5:30 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 Chairman House

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Jeff Cross, and Director Larry Strand. Director Jason Moeller 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, 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 September 2020 financial reports and bank reconciliations. (BOD #2020-10-01)

Motion by Director Strand to approve the September 2020 financial reports and bank reconciliations.

Seconded by Director Cross

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-10-02)

Historical Information

Review of previous AJFD / SFMD Mission Statements. The first Mission Statement was in 1986, then 2002 and then 2013. Now they go to the Fire Board for review.



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Retirement:

John Suniga, Engineer retired on 10/22/2020. John was a 12 year Deputy Fire Marshal, a 3 year swim & Survive Program and a Paramedic.

October Service Anniversaries

21 Years:

Engineer / Paramedic **Mitch McCollough**

Captain / Paramedic **Craig Horvath**

Captain / Paramedic **Dave Pohlmann**

Captain / Paramedic **Jeremy Rocha**

13 Years:

Firefighter / Paramedic **Sammy Ramirez**

Firefighter **Chris Robson**

Captain / Paramedic **John Walka**

6 Years:

Engineer / Paramedic **Jason Chapman**

Firefighter / Paramedic **Sean Matuszewski**

Engineer / Paramedic **Jay Nelson**

Engineer **Casey Schreiner**

Firefighter **Joe Stiglitz**

Firefighter / Paramedic **Andrew Tryon**

Engineer / Paramedic **Colt Weddell**

5 Years:

Firefighter **Wes Fimbres**

Firefighter **Trace Leggett**

Firefighter **Trey Schow**

Fire Mechanic II **Roger Nasello**

4 Years:

Emergency Medical Technician **Sarah Koupal**

3 Years:

Firefighter **Chris Wohlforth**

2 Years:

Firefighter Recruit **Shane Gereg**

Emergency Medical Technician **Stephan Gereg**

Paramedic **Ryan Markham**



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1 Year:

Emergency Medical Technician **Sedona Aulik**

Firefighter/Paramedic **Joe Potter**

3. Call to the Public. (BOD #2020-10-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 September 16, 2020
- B. Executive Session Minutes from September 16, 2020
- C. Four-Year Service Renewal for (8) LifePac 15 Heart Monitors
- D. Equipment Purchase for new Pierce Pumper
- E. Polaris Ranger UTV Purchase
- F. Contract Agreement with Mountain Vista Hospital (MVH) to serve as our Base Station

Consent agenda items C, E and F were pulled for further discussion.

Motion by Director Cross to approve consent agenda items **A**, **B** and **D** for October 21, 2020.

Seconded by Director Moeller

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

There was a brief discussion on item **C**. This is a service agreement, not the purchase of new LifePacs. Two LifePac 15 Heart Monitors will be purchased later in this fiscal year.

Motion by Clerk Chamberlain to approve consent agenda item **C** for October 21, 2020.

Seconded by Director Strand

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

Director Cross had a question on consent agenda item **E** asking if we went out to bid on this item. Chief Ochs stated we had other quotes for price comparison on this item.

Motion by Director Cross to approve consent agenda item **E** for October 21, 2020.

Seconded by Director Strand

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



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Chief Ochs said it has been one year and eight months negotiating this contract for consent agenda item **F** (Mountain Vista Hospital Base Station contract). All parties finally came to an agreement which is in front of the Board of Directors tonight.

Motion by Director Cross to approve consent agenda item **F** for October 21, 2020.

Seconded by Director Strand

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

5. Discussion and possible approval of the Affidavit of Compliance for the Board of Supervisors in Pinal and Maricopa Counties. (BOD #2020-10-04)

This item comes before the Board of Directors per ARS §16-229, stating that the Superstition Fire & Medical District has complied with all Federal and State election laws for the 2020 SFMD Board Election Process.

Motion by Clerk Chamberlain to approve the Affidavit of Compliance stating that the SFMD has complied with all Federal and State election laws and to direct staff to send the Affidavit of Compliance to both Pinal and Maricopa Counties.”

Seconded by Director Cross and Director Moeller

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

6. Discussion regarding the final report on the IRS error resolution. (BOD #2020-10-05)

The IRS investigation is complete. The amounts sent to the IRS were correct, however, the form had not been updated in the program. Though the date on the form was manually changed, the form’s barcode was scanned, so the payments were credited by the IRS to the incorrect year. There was a penalty of \$810 for the use of the incorrect form. No other penalties or charges were found to be due and the form update has been completed to avoid any similar future confusion.

No Motion

7. Discussion of the Wildland billing process related to State Land responses performed by District firefighters. (BOD #2020-09-06)

Chief Farber stated that The District responds to requests from the Arizona Department of Forestry and Fire Management (DFFM) to send crews and equipment to fight fires outside the District’s boundaries, both within Arizona and in other western states. The District is reimbursed on a “cost recovery” basis as follows:

Crews

Fully loaded labor rate including wages, overtime, PSPRS, worker’s comp and Medicare.

Fully loaded backfill costs in excess of the firefighter’s fully loaded regular wage rate.



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Important to backfill rank for rank as the backfill cost is capped at the highest rate per rank.
Fully loaded Administration cost for preparing the invoice.

Equipment Rental

Hourly or daily rental rates depending on piece of equipment.

Engine: Type 6 (\$85 per hour) or Type 3 (\$126 per hour)

Tender: Tactical or Type 1 Support (\$125 per hour) or Type 2 Support (\$113 per hour)

Ambulance: \$51 per hour plus ALS and/or BLS kit (\$215 and \$150 per day, respectively)

UTV/Medical: \$740 per day plus \$0.72 per mile for support pickup

UTV/REM: \$1,440 per day plus \$0.72 per mile for support pickup

Our equipment rentals are “wet” meaning the District provides the fuel. Repairs for damage to our vehicles (e.g., tires) are on a case-by-case basis and are at the discretion of DFFM.

Food & Lodging

Food is reimbursed at cost, with the maximum daily cost limited by the established “per diem” rates.

Lodging is reimbursed at cost, with the maximum daily cost limited by established “per diem” rates dependent on location (county or region within the state).

The District ends up making approximately 10% profit on Wildland Fires.

Clerk Chamberlain would like to see an analysis of the costs and profits of the Wildland Fire program.

No Motion

8. Discussion and possible approval of the following Policies brought for review at the September 16, Board Meeting for final approval at the October 21, 2019 Board Meeting. (BOD #2020-10-07)

- Policy 1041: Military Leave
- Policy 1008: Tuition Reimbursement

Motion by Director Strand to approve policies: 1041 Military Leave and 1008 Tuition Reimbursement

Seconded by Director Cross

Vote 5 ayes, 0 nays, MOTION PASSED

9. Discussion and possible approval of the Fire Investigator Contract. (BOD #2020-10-08)

Assistant Chief Rick Ochs stated that the District currently has only one On-Call Certified Fire Investigator on contract. Michael Long is an experienced Fire Investigator and desires to serve as an On-Call Investigator for the SFMD. Mr. Long currently serves as the Fire Marshal and Director of Fire & Life Safety for Arizona State University.

Motion by Director Strand to approve the contractual agreement with Michael Long to provide On-Call Fire Investigation Services

Seconded by Director Cross



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

10. Reports (BOD #2020-10-09)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Recruits started the Phoenix Fire Academy on October 12th - Caleb Brown, Sophie Boukatch, Anthony Pezzino, Luke Mays, Shane Gereg and Thomas Merrill
- SWAT Medics Team – Six were selected
- COVID update
- Meeting with public regarding the homeless persons living on BLM land – starting fires.
- Cancer Screening 10/28 – 11/4
- State Land Auction 10/22
- Working with TRWC for reimbursement of funds spent over the past five years at our facilities.

Acting Assistant Chief Jeff Cranmer

- Review of recent incidents
 - Apt Fire, Motor Home Fire
- Review of recent training
 - SRP substations
- Review of TRT Testing Process
- Hose Testing

Assistant Chief Rick Ochs

Fire Prevention & Community Events:

- Oct. 31st City of AJ Parks & Rec Boo-Thru event
- Oct. 31st L264 Crew is scheduled to participate in the Foothills Baptist Church Fall Festival
- Tina Gerola begins a Fire Investigation Class November 2 -6 in Tucson

Facilities and Logistics

- Radio System Maintenance
 - Fire Station 261, 262 and 263 Radio Antenna replacements
- Station 263 alterations; addition of a bedroom and computer work station
- Oct. 15th evaluation of new hose and nozzles

Growth & Development:

- New Apartment buildings, various locations
- Villas on Superstition, 53 units – final approval
- Hampton East III, 192 units – final approval
- Arizona Water Co, 12,000 sf expansion – breaking ground

Assistant Chief Richard Mooney

Planning, Safety & Accreditation

- Virtual Quality Improvement through Accreditation completed
- 8 virtual sessions completed



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- Ready to move forward with the following:
 - Mission Statement for Board of Directors
 - Strategic Plan
 - Standards of Cover Document
 - Once completed, SFMD will move to application phase
- Versaterm Implementation on October 27, 2020
- New MCT program for our fire and transportation units
- BK Squared has been working with Mesa Fire & Medical Department to ensure a smooth transition
- Movement of Mesa CAD data into our Information System (Image Trend)

Administrative Services Director Anna Butel

Staffing update – high level overview of current staffing and planning for anticipated suppression recruitment.

Suppression Staffing Overview

- SAFER Grant; 90 Suppression Positions
- Current Count is 86 Suppression Personnel
- 6 Units @ 4 per unit X 3 shifts = 72 personnel
- Battalion Chief & BSO = 6 personnel
- Leave Pool = 12 personnel (short 4)
- Recently, SFMD has been experiencing a decrease in staffing:
 - Suppression; 3 Resignations and 2 Retirements (-5)
 - State Land Deployments (-2)
 - Recruit Training Officer Oct. 2020 – Feb. 2021 (-1)
 - COVID (-3)
 - Light Duty (-1)

Result: 4 Vacancies Daily – These vacancies do not take into account the Leave Pool Personnel. Originally, Leave Pool Personnel were to cover sick and vacation time usage. The list above does not take that into account.

Upcoming & Intermittent

- Technical Rescue Team (TRT) November – December (-2)
- Intermittent
 - FMLA (3 personnel)
 - Military Leave (3 personnel)
 - On the Job Injury
 - Administrative Leave (1 person)
 - Sick and Vacation Usage (averages 3 persons per day)

Potentials

- Medical Retirement (-2)
- Resignations (-1)
- DROP (-16)



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- Those who have entered the DROP can leave at any time during the 5 year time frame

Staffing Summary

- Further analysis is required for appropriate decision making
- Costs related to unforeseen personnel changes will be analyzed
- Overages in overtime for this fiscal year will most likely lower the Financial Reserve in the 100 Fund if offsets are not implemented
- Cancer screenings may lead to an increase in sick and light duty usage
- Consider sending Firefighter Recruits to March Academy at MFMD
- As we work through the numbers, staff will keep the Fire Board informed

Finance Director Roger Wood

- Preparing schedules and adjusting journal entries to facilitate the FY19/20 financial audit. Fieldwork when the audit team from Henry & Horne will be on-site is the week of November 16th.
- The final audit report will be presented to the board at the January 2021 meeting.

11. New Business / Future Agenda Items. (BOD #2020-10-10)

None

12. Announcements (BOD #2020-10-N/A)

None

13. Adjourn (BOD #2020-10-11)

Motion by Director Strand at 7:15 p.m. to adjourn the meeting

Seconded by Director Cross

Vote 5 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