BOARD OF DIRECTORS MEETING

JANUARY 20, 2021

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

KATHLEEN CHAMBERLAIN, BOARD CHAIRMAN
JEFF CROSS, BOARD CLERK
TODD HOUSE, BOARD DIRECTOR
JASON MOELLER, BOARD DIRECTOR
SHAWN KURIAN, BOARD DIRECTOR
The Board will hold a meeting on Wednesday, January 20, 2021. The meeting will be held at the Superstition Fire & Medical District’s Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. **Review and approval of the December 2020 financial reports and bank reconciliations. (BOD #2021-01-01)**

2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2021-01-02)**

3. **Call to the Public. (BOD #2021-01-N/A)**
   A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

4. **Consideration and possible approval of all consent agenda items listed below (BOD #2021-01-03):**
   A. Fireboard Meeting Minutes from December 16, 2020
   B. Special Board Meeting Minutes from December 16, 2020
   C. Executive Session Minutes from December 16, 2020
   D. Special Board Meeting Minutes from December 28, 2020
   E. Cancer Screening Invoice from Vincere Cancer Center
   F. Special Board Meeting Minutes from December 3, 2020
   G. Disposition of Surplus Property – Computer Equipment
   H. Disposition of Surplus Property – Printer
   I. Disposition of Surplus Property – Fire Apparatus

6. Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2021/2022 SFMD Revenue and Expenditure Budget. (BOD #2021-01-05)


8. Discussion and possible approval of the annual actuarial valuation report as of June 30, 2020 for Superstition Fire & Medical District’s (148) participation in the Arizona Public Safety Personnel Retirement System. (BOD #2021-01-07)

9. Discussion, presentation and possible approval of changing the EMS Coordinator position from a civilian position to a sworn position. (BOD #2021-01-08)

10. Reports. (BOD #2021-01-09)
   Senior Leadership Team (SLT):
   Fire Chief Mike Farber
   Assistant Chief of Emergency Operations Richard Mooney
   Assistant Chief of Planning & Logistics Richard Ochs
   Acting Assistant Chief Jeff Cranmer
   Administrative Services Director Anna Butel
   Finance Director Roger Wood
   Captain John Walka
   Transportation Services Manager Billy Warren

11. New Business / Future Agenda Items. (BOD #2021-01-12)

12. Announcements (BOD #2021-01-N/A)

13. Adjourn (BOD #2021-01-13)

NOTICE: The Governing Board may go into executive session for the purpose of obtaining legal advice from the Fire District's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3). One or more members of the Governing Board may attend the meeting telephonically.

Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Posted on: January 14, 2021
At: 1500 Hours
By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least 24-hours before the Board Meeting.
Governing Board Meeting – January 20, 2020

Agenda Item: 1
BOD#: 2021-01-01

**Agenda Item Title**
Review and approval of the December 2020 financial reports and bank reconciliations.

**Submitted By**
Finance Director Roger Wood

**Background/Discussion**
The District’s accounting department staff prepares the monthly financial reports. The District’s annual budget, which is adopted by the Board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the Board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. **Cash Flow – All Governmental Funds.**
The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the District’s cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire District maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. **Fund Account Bank Reconciliations.**
The reconciliation of each of the District’s Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer’s monthly bank statement and the District’s Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

**Financial Impact(s)/Budget Line Item**
N/A

**Enclosure(s)**
*Monthly Financials provided under separate cover

**Recommended Motion**
“Motion to approve the December 2020 financial reports and bank reconciliations.”
Superstition Fire & Medical District

Governing Board Acceptance of Fire District’s
Financial Statements and Bank Reconciliations

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of December 2020:

1. Financial Statement
2. Bank Reconciliations
   a. General (100) Fund
   b. Transport Services (150) Fund
   c. Capital Projects (200) Fund
   d. Special Projects (400) Fund
   e. Debt Principle (500) Fund
   f. Debt Interest (600) Fund

____________________________________  _____________________________
Kathleen Chamberlain, Board Chair                                      Date
Go to Item 3

Governing Board Meeting – January 20, 2021
Agenda Item: 2
BOD#: 2021-01-02

Agenda Item Title
Recognition of employee performance, achievements, and special recognition for community members.

Submitted By
Fire Chief Mike Farber
Assistant Chief Rick Ochs

Background/Discussion
This is a recurring monthly item to provide the Board with information concerning superior employee performance, achievements, and special recognition for community members.

Historical Review

Special “Thank-You” for your Service

January Anniversaries
32 Years of Service:
John Christensen, Engineer

20 Years of Service:
Rob Bessee, Captain / Paramedic

18 Years of Service:
Chuck Hanson, Engineer / Paramedic

4 Years of Service:
Brian Dover, Firefighter / Paramedic

Go to Agenda
Agenda Item Title
Call to the Public

A.R.S. §38-431.01(H)
A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.

At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.

However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Background / Discussion
Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the fire district. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the Board’s discretion). The Board may also direct staff to follow up on the issue with the citizen.

Scheduled
None
Governing Board Meeting – January 20, 2021  
Agenda Item: 4  
BOD#: 2021-01-03

**Agenda Item Title**  
Consideration and possible approval of all consent agenda items as listed below:

A. Board Meeting Minutes from December 16, 2020 – Appendix A  
B. Special Board Meeting Minutes from December 16, 2020 - Appendix B  
C. Executive Session Minutes from December 16, 2020  
D. Special Board Meeting Minutes from December 28, 2020 – Appendix D  
E. Cancer Screening Invoice from Vincere Cancer Center - Appendix E  
F. Special Board Meeting Minutes from December 3, 2020 – Appendix F  
G. Disposition of Surplus Property – Computer Equipment – Appendix G  
H. Disposition of Surplus Property – Printer – Appendix H  
I. Disposition of Surplus Property – Fire Apparatus - Appendix I

**Background/Discussion**  
The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

**Recommended Motion**  
“Motion to approve the consent agenda items for January 20, 2021.”
Governing Board Meeting – January 20, 2021
Agenda Item: 5
BOD#: 2021-01-04

Agenda Item Title
Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2020, as required by Arizona Revised Statute §48-253, and as presented by Aaron Funk, CPA, Audit Manager – Henry & Horne, LLP – Certified Public Accountants.

Submitted By
Roger Wood, Finance Director
Fire Chief Mike Farber

Background/Discussion
The District’s annual audit was completed as required by A.R.S. §48-253. Mr. Funk will be attending the Board meeting to present information regarding the audit, and will be available to answer questions from the Board.

Financial Impact
None.

Enclosures
A hardcopy of Audit report will be provided to Board Member’s at the Board Meeting.

Recommended Motion
“Motion to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2019 and ending on June 30, 2020, as submitted by Aaron Funk, CPA, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”
Discussion and possible approval of a planning calendar and process for Fiscal Year 2021 / 2022 SFMD Revenue and Expenditure Budget.

Submitted By
Finance Director Roger Wood
Fire Chief Mike Farber

Background/Discussion
Enclosed for reference and review is the proposed schedule and planning calendar for budget preparation over the next six (6) months. This schedule represents a streamlined version of similar and successful methodologies and processes used in past years to ensure the most efficient use of Staff time.

The schedule details Governing Board planning, activity, and decisions occurring at the regularly scheduled Governing Board meetings (the third Wednesday of each month). The final adoption of the FY 2021 / 2022 budget is scheduled on July 21, 2021, which coincides with the regularly scheduled meeting for the month.

Following past practice, the proposed budget planning calendar considers key items such as:

- On **February 20, 2021**: Staff will provide the preliminary property tax abstracts from Pinal and Maricopa Counties and the corresponding preliminary Revenue Budget estimate for FY2021 / 2022.

- Labor and Management will be meeting throughout the budget planning process to ensure discussion and consideration of items of mutual interest. The Labor organization may choose to make a presentation to the Board at the March Governing Board meeting. This allows Staff approximately one month to provide funding information on any Labor proposals for the May Board meeting.

- Staff will also be meeting with the unrepresented employees to discuss their items of interest for the upcoming budget year, as is done for the represented employees.

- At the **March 17, 2021** Governing Board meeting, Staff will present the FY2021/2022 Key Initiative(s) listing, and a high level summary of the status of budget development. This meeting will also be a time when the Board may choose to discuss any funding or program additions or changes they feel may be necessary.

- After receiving specific direction from the Board at the May meeting, the Fire Chief and Staff will discuss the Preliminary Budget status at the **May 19, 2021** Board meeting.

- The **Tentative Budget** adoption is scheduled for the **June 16, 2021** Board meeting, at which time the Board can encourage public comment for the official public hearing that will occur during the board meeting scheduled on July 21, 2021.

- On June 17, in compliance with §A.R.S. 48-805.02(A), the **Consolidated Tentative Budget** will be posted in three public places and a complete copy of the Tentative Budget will be published on the District’s website for the required minimum 20 days for public comment.
• Staff is proposing the regularly scheduled Board meeting on **July 21, 2021** be designated as the time for the public hearing and adoption of the FY 2021 / 2022 budget. The adopted budget will then be submitted to both Pinal and Maricopa County and the State of Arizona before the July 31 deadline.

Staff recommends approval of the Budget Planning Calendar for FY 2021 / 2022 budget planning.

**Financial Impact**

N/A

**Enclosure(s)**

FY 2021 / 2022 Budget Planning Calendar

**Recommended Motion**

“Motion to adopt the Fiscal Year 2021/2022 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 21, 2021 at 5:30 pm when the Fiscal Year 2021/2022 budget will be adopted.”
# SFMD 2021 / 2022 Budget Planning Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>JANUARY 2021</strong></td>
<td></td>
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<tr>
<td>Board Meeting: Budget Planning Overview</td>
<td></td>
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<tr>
<td>• Discuss FY 2021 / 2022 Budget Planning Process</td>
<td>01/20/21</td>
<td>CHIEF FARBER</td>
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<tr>
<td>• Distribute FY 2021 / 2022 Budget Planning Calendar</td>
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<td><strong>FEBRUARY 2021</strong></td>
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<tr>
<td>Board Meeting: Budget Development</td>
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<td></td>
</tr>
<tr>
<td>• Review Tax Abstracts &amp; Preliminary Revenue Budget Estimates</td>
<td>02/17/21</td>
<td>CHIEF FARBER</td>
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<tr>
<td>• Discuss Funding Priorities &amp; Planning Tax Rate</td>
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<tr>
<td><strong>MARCH 2021</strong></td>
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<tr>
<td>Board Meeting: Budget Development</td>
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<tr>
<td>• Discuss High Level Status of Budget Development</td>
<td>03/17/21</td>
<td>CHIEF FARBER</td>
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<tr>
<td><strong>APRIL 2021</strong></td>
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<td><strong>MAY 2021</strong></td>
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<tr>
<td>Board Meeting: Budget Development</td>
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<tr>
<td>• Discuss Preliminary Budget Status</td>
<td>05/19/21</td>
<td>CHIEF FARBER</td>
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<tr>
<td><strong>JUNE 2021</strong></td>
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<tr>
<td>Board Meeting: Tentative Budget Adoption</td>
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<tr>
<td>• TENTATIVE BUDGET ADOPTION FOR FISCAL YEAR 2021 / 2022</td>
<td>06/16/21</td>
<td>GOVERNING BOARD</td>
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<tr>
<td><strong>JULY 2021</strong></td>
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<tr>
<td>Fiscal Year 2021 / 2022 Begins</td>
<td>07/01/21</td>
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<tr>
<td>Board Meeting: Final Public Hearing &amp; Budget Adoption</td>
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<tr>
<td>• FINAL PUBLIC HEARING &amp; BUDGET ADOPTION FOR FISCAL YEAR 2021 / 2022</td>
<td>07/21/21</td>
<td>GOVERNING BOARD</td>
</tr>
<tr>
<td>Budget Submittal to Pinal &amp; Maricopa Counties &amp; State of Arizona</td>
<td>07/22/21</td>
<td>ADMIN STAFF</td>
</tr>
</tbody>
</table>

Submitted By
Finance Director Roger Wood

Background/Discussion
Per A.R.S. §38-847(D)(7), the Local Pension Board is “To receive and review the actuarial valuation of the system for its group of members.” This report is the consolidated result of the total fund for all of the Arizona PSPRS as of June 30, 2020.

The entire Comprehensive Annual Financial Report (CAFR) for the period ending June 30, 2020, can be accessed via the following link:

http://www.psprs.com/investments--financials/annual-reports

At the highest summary level, the report indicates the following key metrics for the consolidated PSPRS pension system:

A. Funded percentage as of June 30, 2020: 48.2% (including health insurance subsidy)

B. PSPRS received a clean audit opinion from Clifton Larson Allen LLP, their external audit firm.

The CAFR report for the entire State of Arizona was presented to and approved by the SFMD Pension Board at their January 14, 2021 Board meeting.

Financial Impact(s)/Budget Line Item

Enclosure(s)
None

Recommended Motion
N/A – for information only.
Governing Board Meeting – January 20, 2021
Agenda Item: #8
BOD#: 2021-01-07

Agenda Item Title
Discussion of the annual actuarial valuation report as of June 30, 2020 for Superstition Fire & Medical District’s (148) participation in the Arizona Public Safety Personnel Retirement System.

Submitted By
Finance Director Roger Wood

Background/Discussion
This report is also to be received and reviewed per A.R.S. This report provides the annual actuarial valuation of the Superstition Fire & Medical District’s participation in the Arizona Public Safety Personnel Retirement System as of June 30, 2020, and applies directly to SFMD, with our current benefits and liabilities.

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2020</th>
<th>July 1, 2021</th>
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</thead>
<tbody>
<tr>
<td>SFMD Tier 1 &amp; Tier 2 Contribution Rate</td>
<td>31.84%</td>
<td>32.54%</td>
</tr>
<tr>
<td>SFMD Tier 2 Defined Contribution Rate</td>
<td>4.00%</td>
<td>4.00%</td>
</tr>
<tr>
<td>SFMD Tier 3</td>
<td>26.01%</td>
<td>27.50%</td>
</tr>
<tr>
<td>SFMD Tier 3 Defined Contribution Rate</td>
<td>3.00%</td>
<td>3.00%</td>
</tr>
<tr>
<td>Employee Contribution Rate</td>
<td>7.65% / 11.65%</td>
<td>7.65% / 11.65%</td>
</tr>
</tbody>
</table>

SFMD’s Funded Status (including pension and health insurance subsidy)

- Tier 1 & 2: 67.7% + 0.50%
- Tier 3: 103.0% - 15.40%

The entire report can be accessed via the following link:
https://members2.psprs.com/Estimators/actuarials.aspx

Use the Drop Down windows to choose Superstition Fire And Medial Dis (PSPRS) (148) and Fiscal year 2020 to retrieve the full report.

The actuarial report for SFMD was presented to and approved by the SFMD Pension Board at their January 14, 2021 Board meeting.

Financial Impact(s)/Budget Line Item

Enclosure(s)
None

Recommended Motion
N/A – for information only.
Agenda Item Title
Discussion and possible approval of changing the EMS Coordinator position from a Civilian position to a Sworn position.

Submitted By
Fire Chief Mike Farber

Background/Discussion
Due to the recent vacancy of the EMS Coordinator position, an opportunity came up to place an extremely qualified candidate in this role. Captain Dave Pohlmann was temporarily promoted to the position of Division Chief of EMS. Chief Pohlmann brings a wealth of knowledge to the EMS division and a passion for EMS that is truly inspirational. He holds a Bachelor of Science Degree from Grand Canyon University in Nursing and numerous medical certifications as an instructor. Chief Pohlmann previously owned and operated DC Med Prep, which has certified many paramedic students over the years.

The position of Division Chief of EMS is temporary until the next Fire Chief can evaluate the roles and direction for the EMS Division.

The approval of this position is integral in maintaining the SAFER requirements for number of personnel.

Financial Impact(s)/Budget Line Item
The EMS Coordinator position was not replaced, therefore a savings. However, Chief Pohlmann received an 8.9% salary increase due to the temporary promotion.

Enclosure(s)

Recommended Motion
“Motion to approve changing the EMS Coordinator position from a Civilian position to a Sworn position.”
Governing Board Meeting – January 20, 2021
Agenda Item: 10
BOD#: 2021-01-09

Agenda Item Title
Reports

Background / Discussion
This item is for the fire chief and his staff to share information with the Board of items occurring within, or related to, the fire district. Any item shared is for information only. Upon request of the Board, any item shared during this agenda item may be moved to the agenda for future meetings. Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

- Senior Leadership Team
- Labor

Recommended Motion:
N/A
Governing Board Meeting – January 20, 2021
Agenda Item: 11
BOD#: 2021-01-10

Agenda Item Title
New Business / Future Agenda Items

Submitted By
Board of Directors

Background/Discussion
This item is used as a placeholder to discuss New Business / Future Agenda Items, the Board may want on a future agenda.

Financial Impact
N/A

Enclosure(s)
N/A

Recommended Motion:
N/A
Announcements

Background / Discussion
The BOD and staff may share and discuss items to be placed on future BOD agendas.

Recommended Motion:
N/A
Governing Board Meeting – January 20, 2021
Agenda Item: 13
BOD#: 2021-01-11

Agenda Item Title
Adjournment

Recommended Motion:
“Motion to adjourn the Board meeting.”
Appendix A

A. Regular Board Meeting Minutes from December 16, 2020

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
December 16, 2020 Regular Board Meeting Minutes
Governing Board Meeting Minutes

December 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, DECEMBER 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 5:30 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, Director Jason Moeller and Director Shawn Kurian.
   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 November 2020 financial reports and bank reconciliations. (BOD #2020-12-01)

   Motion by Director Moeller to approve the November 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 #2020-12-02)

   Historical Review
   1985 AJFD Christmas Party at the old Annex – Santa in the Ladder bucket

   Graduation from Paramedic School
   - Zachary Leon
   - Nat Erickson
Graduation from TRT School

- Matt Perez
- Brandon Blessum

December Anniversaries

8 Years: Fire Mechanic II - George Nasello

3. Call to the Public. (BOD #2020-12-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 #2020-12-03):
   A. Board Meeting Minutes from November 18, 2020
   B. Pinal County Treasurer’s Office and Wells Fargo Bank signature authority
   C. Transfer of funds for the January 1, 2021 debt service interest payment

   Motion by Director Cross to approve all consent agenda items for December 16, 2020.
   Seconded by Director Moeller
   Vote 5 ayes, 0 nays, MOTION PASSED

5. Discussion and possible action to appoint the SFMD Board of Director’s Chair and Clerk positions (BOD #2020-12-04)

   Motion by Director Moeller to appoint Kathleen Chamberlain as SFMD Board Chair.
   Seconded by Director Cross
   Vote 5 ayes, 0 nays, MOTION PASSED

   Motion by Director Moeller to appoint Jeff Cross as SFMD Board Clerk.
   Seconded by Director Kurian
   Vote 5 ayes, 0 nays, MOTION PASSED

   The new Board Chairperson, Kathleen Chamberlain, moved seats and took over running the Board Meeting.

6. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members. (BOD #2020-12-05)

   Director Moeller stated that his wife sits on the Board for Pinal County Parks and Recreation Department and if any conflicts of interest came up, he would recuse himself.
   No Motion
7. Discussion and possible approval of the 2021 disclosure statement of meeting notice posting locations and dates for Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD #2020-12-06)

Fire Chief Mike Farber stated this is a housekeeping item we do every December, which lists the upcoming meetings for 2021. Both will be sent to the Pinal and Maricopa County Board of Supervisors for record per A.R.S. They will also be posted on our website as well as at our Administrative office, Regional Training Center and in the Community Room Lobby at Station 264.

**Motion** by Director Moeller to approve filing the 2021 disclosure statement with board meeting dates and times with the Pinal & Maricopa County Board of Supervisors and for posting meeting notices and agendas at the locations specified in the statement and on the District’s website.”

**Seconded** by Clerk Jeff Cross

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

8. Discussion, presentation and possible approval of changing the EMS Coordinator position from civilian to sworn. (BOD #2020-12-07)

This item was pulled from the agenda until the January 2021 meeting

**No Motion**

9. Reports (BOD #2020-12-08)

**Senior Leadership Team (SLT):**

**Fire Chief Mike Farber**
- COVID Vaccine Update
- Facility access changes due to Covid
- Phoenix Fire Academy – COVID
- Staffing algorithms
- IGA with the City of Apache Junction
- Joint Annexation with the City of Apache Junction

**Acting Assistant Chief Jeff Cranmer**
- City Christmas Parade
- Citizen/horse assist
- Review of recent incidents
- Review of recent training
Assistant Chief Rick Ochs

**Fire Prevention & Community Events**
- Many canceled events (COVID)
- L264 to lead Montessa Golf Cart Parade Dec. 21st
- AED Public Access Program
  - Two Year upgrade not completed
  - LP500’s all replaced with new units

**Growth & Development**
- Barros Pizza
- Walgreens & Village Medical
- Desert Sky RV

**Administrative Services Director Anna Butel**
- AFDA has postponed the Phoenix and Tucson Classes
  - Still on the schedule for 1/22/21 in Kingman
  - The 6 hours of mandated training can also be completed via Self-Study
- COVID testing results
- New Employees – Suppression
  - Benjamin Young, Firefighter
  - Steven Schaeken, Firefighter
- New Employees – Transportation
  - Robert Guice, EMT
  - Rory Wirth, EMT

**Finance Director Roger Wood**
- FY19/20 Audit Report is final. Auditors to present the report to the Board at the January 20, 2021 meeting via WebEx
- FY19/20 ARCR (Transport Div. annual report) is due Dec. 31st
- Preparations for FY21/22 budget have been initiated. Budget calendar to be presented to Board at the January 20, 2021 meeting

10. **New Business / Future Agenda Items. (BOD #2020-12-09)**
   A. Scheduling a Special Session Board Meeting on Jan. 13, 2021 at 16:00 to discuss the new Fire Chief hiring process
   B. Need to review Bylaws for the Pension Board to assure accuracy
   C. Need to review Bylaws for the Regular Board to assure accuracy

11. **Announcements (BOD #2020-12-N/A)**
    Lost Dutchman Days and the Renaissance Festival have both been canceled for 2021
12. Adjourn (BOD #2020-12-10)

Motion by Director Moeller at 6:18 p.m. to adjourn the meeting
Seconded by Director Kurian

Vote 5 ayes, 0 nays. MOTION PASSED.

Governing Board Approval:

___________________________
Board Clerk Jeff Cross
Sherry Mueller
Appendix B

B. Special Board Meeting Minutes from December 16, 2020

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
December 16, 2020 Special Board Meeting Minutes
Special Board Meeting Minutes

December 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, DECEMBER 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 3:36 PM.

A. Call to Order
   Acting Chairman Jeff Cross called the meeting to order at 3:36 PM.

B. Pledge of Allegiance
   The Pledge of Allegiance led by Acting Chairman Jeff Cross

C. Roll Call
   Board Members in attendance were Clerk Kathleen Chamberlain, Director Jeff Cross (Acting Chairman), Director Shawn Kurian and Director Jason Moeller. Chairman Todd House was not in attendance.
   Senior Leadership Team in attendance were Director Roger Wood and Administrative Services Director Anna Butel. Also in attendance was Sherry Mueller, Human Resources Generalist and Board Secretary. Legal Counsel William Whittington and Recruiter, Heather Renschler from Ralph Anderson & Associates and Captain John Walka attended via video conference call.

1. Call to the Public. (BOD #2020-12-n/a) A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to a reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

   NONE

2. Possible vote to go into Executive Session. The Board may vote to go into Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters. ARS § 38-431.03(A)(3) for legal advice; re: the recruitment and selection of the Fire Chief position. (BOD #2020-12-01)

   Note: Executive Sessions are confidential pursuant to ARS §38-431.03(C).
Motion by Director Moeller to go into Executive Session at 3:38 p.m. pursuant to ARS §38-431.03(A)(1) for personnel matters. ARS § 38-431.03(A)(3) for legal advice; re: the recruitment and selection of the Fire Chief position.

Seconded by Clerk Chamberlain
Vote 4 ayes, 0 nays, MOTION PASSED

3. Discussion and possible direction regarding the Fire Chief selection process. (BOD #2020-12-02)

The public session resumed at 4:06 p.m.

Finance Director Roger Wood asked if this would be an appropriate time to set up our next meeting to go over the candidates information and set up Zoom interviews?

Heather Renschler said we are on track with our original calendar. It would be beneficial to establish a date and time for review of the information and resumes of the top tier and back-up group before we set up the video interviews. We would fine-tune that group and pick a future date for the video interviews.

Director Cross stated that the committee wants to see the top tier group, the back-ups and the other resumes as well to see why they didn’t make the top tier and the back-up group.

Heather said that the committee can decide if they agree with her determination or wish to make a different decision on the candidates placement in groups.

Director Cross said we will let Heather know what future date the committee would like to meet to review and discuss the candidate information.

Director Cross stated that he would like the committee to interview selected candidates twice.

Heather stated that typically the second interview should be done in person. Heather also said at the next meeting, she would like to talk about the format of the interview and the interview questions. Heather suggests to have the candidates provide a presentation to the committee so the committee can see the candidate’s presentation skills.

Director Cross stated that the Board Members are aware that they will need to come up with interview questions for the candidates

Motion by Director Moeller to direct Heather Renschler with Ralph Anderson & Associates to close the job postings for the search for the next fire chief as of 5:00 p.m. on December 16, 2020.

Seconded by Director Kurian
Vote 4 ayes, 0 nays, MOTION PASSED

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

Motion by Director Moeller to adjourn the meeting at 4:22 p.m.

Seconded by Director Kurian
Vote 4 ayes, 0 nays, MOTION PASSED
Governing Board Approval:

___________________________

Board Clerk Jeff Cross
Sherry Mueller
Appendix D

D. Special Board Meeting Minutes from December 28, 2020

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
December 28, 2020 Special Board Meeting Minutes
Special Board Meeting Minutes

December 28, 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 MONDAY, DECEMBER 28, 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 5:00 PM.

A. Call to Order
Chairman Kathleen Chamberlain called the meeting to order at 5:00 PM.

B. Pledge of Allegiance
The Pledge of Allegiance led by Director Moeller

C. Roll Call
Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Jeff Cross and Director Jason Moeller. Director Todd House and Director Shawn Kurian were not present.
Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Rick Ochs, Assistant Chief Richard Mooney, Acting Assistant Chief Jeff Cranmer, Finance Director Roger Wood 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. Call to the Public. (BOD #2020-12-n/a) A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to a reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

NONE
2. **Public Hearing in accordance with A.R.S. §48-805.02(E) in order to hear taxpayers’ comments on the proposed Superstition Fire & Medical District Amended Revenue and Expenditure Budget for Fiscal Year 2020/2021. (BOD #2020-12-01)**

   There were no comments by anyone from the public.

   **No Motion**

3. **Discussion, consideration and possible approval of the Final Amended Fiscal Year 2020/2021 Revenue and Expenditure Budget that was adopted at the December 7, 2020 board meeting and the possible adoption of Resolution 2020-12-28-13. (BOD #2020-12-02)**

   Director of Finance, Roger Wood, stated that the total budget amount stays the same. There was reallocation of funds to add an additional $250,000 for overtime.

   **Motion** by Director Moeller to Adopt Resolution 2020-12-28-13 adopting the final amended budget in the amount of $23,690,999.57 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 and giving notice to the public of the final amended budget.

   **Seconded** by Director Cross
   **Vote** 3 ayes, 0 nays, **MOTION PASSED**

4. **Adjourn (BOD #2020-12-03)**

   **Motion** by Director Cross to adjourn the meeting at 5:06 p.m.

   **Seconded** by Director Moeller
   **Vote** 3 ayes, 0 nays, **MOTION PASSED**

**Governing Board Approval:**

___________________________
Board Clerk Jeff Cross

*Sherry Mueller*
Appendix E

E Cancer Screening Invoice for Vincere Cancer Center for Approval

**Agenda Item Title**
Cancer Screening Invoice for Approval

**Submitted By**
Fire Chief Mike Farber
Assistant Chief Richard Mooney

**Background/Discussion**
This invoice represents the cost of cancer screening during the months of October and November for 28 firefighters of various ranks. This cost is 90% covered by the FEMA grant that the District has been awarded for cancer screening.

The logistics of payment are that the District pays Vincere Physician’s Group for the total invoice, and then requests reimbursement of 90% from FEMA.

**Financial Impact(s)/Budget Line Item**
100-10-61920-10: $9,464.00 (10% of total invoice representing co-pay share of FEMA Grant)

**Enclosure(s)**
Vincere Physician’s Group Invoice 0102020
SFMD Purchase Order 019711
VINCERE PHYSICIAN'S GROUP  
7469 E MONTE CRISTO AVE, SCOTTSDALE, AZ 85260 | 480-306-5390  
TAX ID: 82-2539609

INVOICE  

INVOICE DATE: JANUARY 4, 2021  
DATE DUE: Upon receiving invoice  
INVOICE NO: 0102020

Superstition Fire District  
565 N Idaho Rd  
Gold Canyon, AZ 85118

PAYMENT METHOD  
Please make check out to  
Vincere Physician's Group  
7469 E Monte Cristo Ave  
Scottsdale, AZ 85260

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<thead>
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<th>ITEM</th>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL</th>
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</thead>
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<td><strong>October 28th</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Consult with Dr. Shukla</td>
<td>13</td>
<td>$180</td>
<td>$2,340</td>
</tr>
<tr>
<td>Consult with Dr. Bans</td>
<td>12</td>
<td>$200</td>
<td>$2,400</td>
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<tr>
<td>Derm Consult with Dr. Prichard</td>
<td>13</td>
<td>$200</td>
<td>$2,600</td>
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<tr>
<td>Low Dose Lung CT</td>
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<td>$400</td>
<td>$4,000</td>
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<tr>
<td>Whole Body MRI</td>
<td>13</td>
<td>$2,500</td>
<td>$32,500</td>
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<tr>
<td><strong>Sub Total: $43,840</strong></td>
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<td><strong>Nov 4th</strong></td>
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<tr>
<td>Consult with Dr. Shukla</td>
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<td>$180</td>
<td>$2,700</td>
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<tr>
<td>Consult with Dr. Bans</td>
<td>9</td>
<td>$200</td>
<td>$1,800</td>
</tr>
<tr>
<td>Derm Consult with Dr. Prichard</td>
<td>14</td>
<td>$200</td>
<td>$2,800</td>
</tr>
<tr>
<td>Low Dose Lung CT</td>
<td>15</td>
<td>$400</td>
<td>$6,000</td>
</tr>
<tr>
<td>Whole Body MRI</td>
<td>15</td>
<td>$2,500</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions?  
Email: drshukla@vincerecancer.com  
or call at O: (480) 306-5390

Subtota $94,640  
Payment on Account  
GRAND TOTAL $94,640
Superstition Fire & Medical District
Purchase Order
565 North Idaho Rd, Apache Junction, AZ 85119-4014
Phone: (480) 982-4440  Fax: (480) 982-0183
Date: January 06, 2021
Vendor ID: VIPHGR
Purchase Order #: 019711
Requisition #: 18,821
Buyer: FC
Created by: JDB
Created Date: 1/6/2021
Updated by: JDB
Updated Date: 1/6/2021
Page #: 1

TO: Vincere Physician’s Group
   PO Box 207429
   Dallas, TX  75320-7529

Ship To: Support Services
         1455 E 18th Av
         Apache Junction, AZ  85219

Order Description: Cancer Screenings

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<tr>
<th>Line</th>
<th>AJFD Product #</th>
<th>Description</th>
<th>GL Acct #</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
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<td>NIL</td>
<td>Cancer Screenings / Oct 2020</td>
<td>100108192012</td>
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<td>$43,840.0000</td>
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<td>NIL</td>
<td>Cancer Screenings / Nov 2020</td>
<td>100108192012</td>
<td>1.00</td>
<td>$50,800.0000</td>
<td>$50,800.00</td>
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</tbody>
</table>

Total Amount: $94,640.00

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, notwithstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

Purchasing Manager

Fire Chief
Appendix F

F. Special Board Meeting Minutes from December 3, 2020

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
December 28, 2020 Special Board Meeting Minutes
Special Board Meeting Minutes

December 3, 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 MONDAY, DECEMBER 3, 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 4:00 P.M.

A. Call to Order
   Chairman House called the meeting to order at 4:00 p.m.

B. Pledge of Allegiance
   The Pledge of Allegiance led by Clerk Chamberlain

C. Roll Call
   Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Jeff Cross, Director Shawn Kurian, and Director Jason Moeller.
   Senior Leadership Team in attendance were Fire Chief Mike Farber, Acting Assistant Chief Jeff Cranmer, and Administrative Services Director Anna Butel (acted as Board Secretary).
   Legal Counsel William Whittington attended via conference call.

   Upon advice from Legal Counsel William Whittington, the Board chose to postpone and reschedule this meeting. The new meeting date and time will be Monday, December 7, 2020, at 5:00 p.m.

   All other agenda items were deferred.

5. Adjourn
   Motion by Director Moeller to adjourn the meeting at 4:05 p.m.
   Seconded by Director Cross
   Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

___________________________
Board Clerk Kathleen Chamberlain

Sherry Mueller
Appendix G

G. Disposition of Surplus Property – Computer Equipment

Submitted By
Anna Butel, Administrative Services Director
Lauren Daniel, Information Systems Coordinator

Background / Discussion
Computer equipment past its useful life has been inventoried for disposition.

Pending approval from the Board, these items will be sent to DMD Systems Recovery for asset disposition. DMD will pull hard drives and provide SFMD with certificates of data destruction.

DMD will evaluate the equipment and send a quote for purchase before stripping materials that can be recycled.

Financial Impact/Budget Line Item
Since DMD purchases the equipment following the data destruction, this item is usually savings positive.

- Data destruction (hard drives wipe) - $15 each
- DMD purchase of equipment – approximately $45 per computer

Enclosure(s)
List – Computer Equipment for Disposition (January 2021)
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<thead>
<tr>
<th>Asset Tag #</th>
<th>Asset Tag Year</th>
<th>Description</th>
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<tbody>
<tr>
<td>5125</td>
<td>2004</td>
<td>Philips 16&quot; Monitor</td>
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<tr>
<td>5756</td>
<td>2007</td>
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<tr>
<td>5980</td>
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<tr>
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<td>MS Office Professional 2007</td>
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<td>2008</td>
<td>MS Office Professional 2007</td>
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<tr>
<td>6548</td>
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<td>HP Pro 3400 Series MT</td>
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<td>2013-2015</td>
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<td>HP Pro 3500 Series MT</td>
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<td>7148</td>
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<td></td>
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<td></td>
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<td>iPad (x9)</td>
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<td>MS Office Professional Edition 2003</td>
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Appendix H

H. Disposition of Surplus Property - Printer

Submitted By
Fire Chief Mike Farber
Assistant Chief Ochs

Background/Discussion
SFMD has a need to dispose of certain items to maintain adequate work and storage space around the Annex Property. The intent is to find a buyer or donate to Good Will. This process is in line with the Disposition of Surplus Property Policy. Please see the items listed below;

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<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Property Type</th>
<th>Amount for Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HP Designjet 5500</td>
<td>Asset # 2007/5756</td>
<td>Best Offer</td>
</tr>
</tbody>
</table>

Financial Impact/Budget Line Item
This item is out of date and parts to repair are no longer available.

Enclosure(s)
Appendix I

I. Disposition of Surplus Property – Fire Apparatus

Submitted By
Fire Chief Mike Farber
Assistant Chief Ochs

Background/Discussion
SFMD has a desire to dispose of an apparatus that has been destroyed by fire. In accordance with the District’s Procurement Policy, we are asking for the Board’s approval to dispose of this vehicle by having Harman’s Recycling remove it and pay the District $500. This means of disposal is in place of using a public or private auction since this option was researched and found to not be possible.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
<th>Property Type</th>
<th>Amount for Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2000 American LaFrance Ladder Truck</td>
<td>Fire Apparatus</td>
<td>$500.00</td>
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</table>

Financial Impact/Budget Line Item

Enclosure(s)