



Superstition Fire & Medical District

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

Administration Office
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Fleet & Facilities Services
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Governing Board Meeting Minutes

March 17, 2021

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, MARCH 17, 2021. 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 Chamberlain called the meeting to order at 5:41 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Chief Farber

C. Roll Call

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

1. Review and approval of the February 2021 financial reports and bank reconciliations. (BOD #2021-03-01)

Motion by Director House to approve the February 2021 financial reports and bank reconciliations.

Seconded by Director Moeller

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2021-03-02)

March Anniversaries

15 Years of Service:

Fleet & Facilities Support Specialist **Barb Duffel**



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9 Years of Service:

Firefighter / Paramedic **Matt Dold**

Captain / Paramedic **Ryan Ledbetter**

Captain / Paramedic **Dan Elliott**

Firefighter / Paramedic **Matt Perez**

Firefighter **Wayne Emerson**

Firefighter / Paramedic **Ryan Phillips**

Firefighter / Paramedic **Lance Frawley**

Firefighter / Paramedic **Adam Rodriguez**

Firefighter / Paramedic **Brian Garten**

Captain **Bryan Heun**

1 Year of Service:

Paramedic **Justin Elliott**

3. Call to the Public. (BOD #2021-03-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 #2021-03-03):

- A. Special Board Meeting Minutes from February 11, 2021
- B. Executive Session Minutes from February 11, 2021
- C. Special Board Meeting Minutes from February 12, 2021
- D. Executive Session Minutes from February 12, 2021
- E. Board Meeting Minutes from February 17, 2021
- F. Vincere Cancer Screening Invoices (2)
- G. Mutual Ambulance Aid Agreement
- H. LifePac 15 Heart Monitor Purchase
- I. Special Board Meeting Minutes from March 8, 2021
- J. Executive Session Minutes from March 8, 2021

Motion by Director House to approve consent agenda items A-E and I-J, and pull F, G and H for March 17, 2021.

Seconded by Director Cross

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



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After some discussion on item **4.F**, all questions were answered.

Motion by Director House to approve consent agenda item **F** for March 17, 2021.

Seconded by Director Cross

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

After some discussion on item **4.G**, all questions were answered.

Motion by Chairman Chamberlain to approve consent agenda item **G** for March 17, 2021.

Seconded by Director House

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

After some discussion on item **4.H**, all questions were answered.

Motion by Chairman Chamberlain to approve consent agenda item **H** for March 17, 2021.

Seconded by Director Kurian

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

5. Discussion and possible approval of recommendation regarding elimination of longstanding interfund payable / receivable balances. (BOD #2021-03-04)

To be in compliance with GASB Statement 34, paragraph 112.a.1, Henry & Horne, LLP, the District's external audit firm, is recommending the Board develop an approach to deal with the longstanding payable / receivable balances between the 150 Transport Fund, and the 100 General Fund and the 200 Capital Fund.

The original plan for the 150 Transport Fund was for it to repay the 200 Fund for the \$1 million transferred to cover its start-up operating costs. However, the District implemented a different approach that has resulted in the 150 Fund covering \$1,113,790 of expenses normally incurred by the 100 General Fund, along with \$75,000 to the 200 Capital Fund. So in essence, the 150 Fund has repaid the initial start-up operating costs to the District.

Motion by Director Moeller to eliminate the June 30, 2020 interfund payable / receivable between the 100 Fund and 150 Fund, and reduce the interfund payable / receivable between the 150 Fund and 200 Fund to \$485,075.77 as of June 30, 2020.

Seconded by Director House

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



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6. Discussion and possible direction regarding the automation of Board signatures on payroll and payables checks for the District. (BOD #2021-03-05)

There was a discussion related to automating the check signing process. The following items were discussed:

- What signatures will be automated?
- Are reports for Director approval sufficient?
- How will Accounting staff be notified of Director approval?
- Constraints of the Open Meeting Laws
- District Bylaws update
- A “payables approval report example” was provided

No Motion

7. Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2021/2022. (BOD #2021-03-06)

Finance Director Roger Wood provided a high level overview of the preliminary budget priorities for Fiscal Year 2021/2022 for the 100 fund and the 150 fund. In the May Board of Directors meeting, Roger will provide a detailed plan including new initiatives and by then the medical insurance renewal will be known. In the June Board of Directors meeting, Roger will present a tentative budget for consideration and approval. And then in the July Board of Directors meeting, Roger will present a final budget for consideration and approval.

Motion by Director House to approve the tax rate of \$3.25 per hundred dollars of secondary valuation for District operations, a \$0.25 special assessment related to the Tax Override Initiative, and \$0.15 special assessment related to the 2018 Refinancing Bond for development of the Tentative Budget for Fiscal Year 2021 / 2022.”

Seconded by Director Cross

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

8. Discussion and possible approval of Resolution #2021-03-17-14 for the annexation of the Arizona State Land Trust property. (BOD #2021-03-07)

Fire Chief Farber gave a presentation on the Arizona State Land Trust Annexation area just south of the District that will be annexed by Superstition Fire & Medical District. The broad parameters of the annexed area starts at Baseline Road and Meridian Road South to Highway 24 and East over to the Central Arizona Project Canal totaling nearly 9,500 acres. A few notable acres are excluded within these boundaries.



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State Trust Land Annexation

March, 2021

Pinal County Assessor Parcel

Township 1, Range 8, Sections (as described below)

- **Section 5, Township 01S, Range 08E**
 - Borders: CAP Canal alignment (North), CAP Canal alignment (East), South border of this section (South) and West border of this section (West).
- **Section 6, Township 01S, Range 08E**
 - Borders: Baseline Road (North), the CAP Canal alignment (East), Houston Ave (South), Meridian Road (West).
- **Section 7, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (701S08E)
- **Section 8, Township 01S, Range 08E**
 - Borders: Guadalupe Road and the CAP Canal alignment (North), the CAP Canal alignment (East), the Southern border of this Section (South) and Ironwood Road (West).
 - *Not to include the Superstition Mountain Community Facilities District #1 (Sewer District) properties, located in the North/West portion of this Section.
- **Section 9, Township 01S, Range 08E**
 - Borders: CAP Canal alignment (North), the CAP Canal alignment (East), the Southern border of this Section (South) and the West border of this section (West).
- **Section 16, Township 01S, Range 08E**
 - Borders: North alignment of this Section / CAP Canal alignment (North), the CAP Canal alignment (East), the Southern border of this Section (South) and the West border of this Section (West).
- **Section 17, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (1701S08E)
- **Section 18, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (1801S08E)
- **Section 19, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (1901S08E)
- **Section 20, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (2001S08E)



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- **Section 21, Township 01S, Range 08E**
 - Borders: North alignment of this Section (North), the CAP Canal alignment, to include a small portion of the East border (East), the Southern border of this Section (South) and the West border of this Section (West).
- **Section 22, Township 01S, Range 08E**
 - Borders: The CAP Canal alignment (North), the CAP Canal alignment (East), the Southern border of this Section (South) and the West border of this section (west).
- **Section 27, Township 01S, Range 08E**
 - Borders: The North border of this section (North), the CAP Canal alignment (East), the Southern border of this Section (South) and the West border of this section, south of the CAP Canal (West).
- **Section 28, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (2801S08E)
- **Section 29, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (2901S08E)
- **Section 30, Township 01S, Range 08E**
 - Borders: Encompasses the entire Section (3001S08E)
- **Section 31, Township 01S, Range 08E**
 - Borders: North alignment of this Section, (North), east alignment of this Section (East), the State Route 24 (Gateway Freeway) is the Southern border of this Section (South) and the **West border of this Section is McKenzie Road.** (West).
- **Section 32, Township 01S, Range 08E**
 - Borders: North alignment of this Section, (North), east alignment of this Section (East), the State Route 24 (Gateway Freeway) and/or the Frye Road alignment is the South border Section (South) and the West border of this Section (West).
- **Section 33, Township 01S, Range 08E**
 - Borders: North alignment of this Section, (North), east alignment of this Section (East), the State Route 24 (Gateway Freeway) and/or the Frye Road alignment is the South border (South) and the West border of this Section (West).
- **Section 34, Township 01S, Range 08E**
 - Borders: North alignment of this Section, (North), the CAP Canal alignment (East), the State Route 24 (Gateway Freeway) and/or the Frye Road alignment is the South border (South) and the West border of this Section (West).



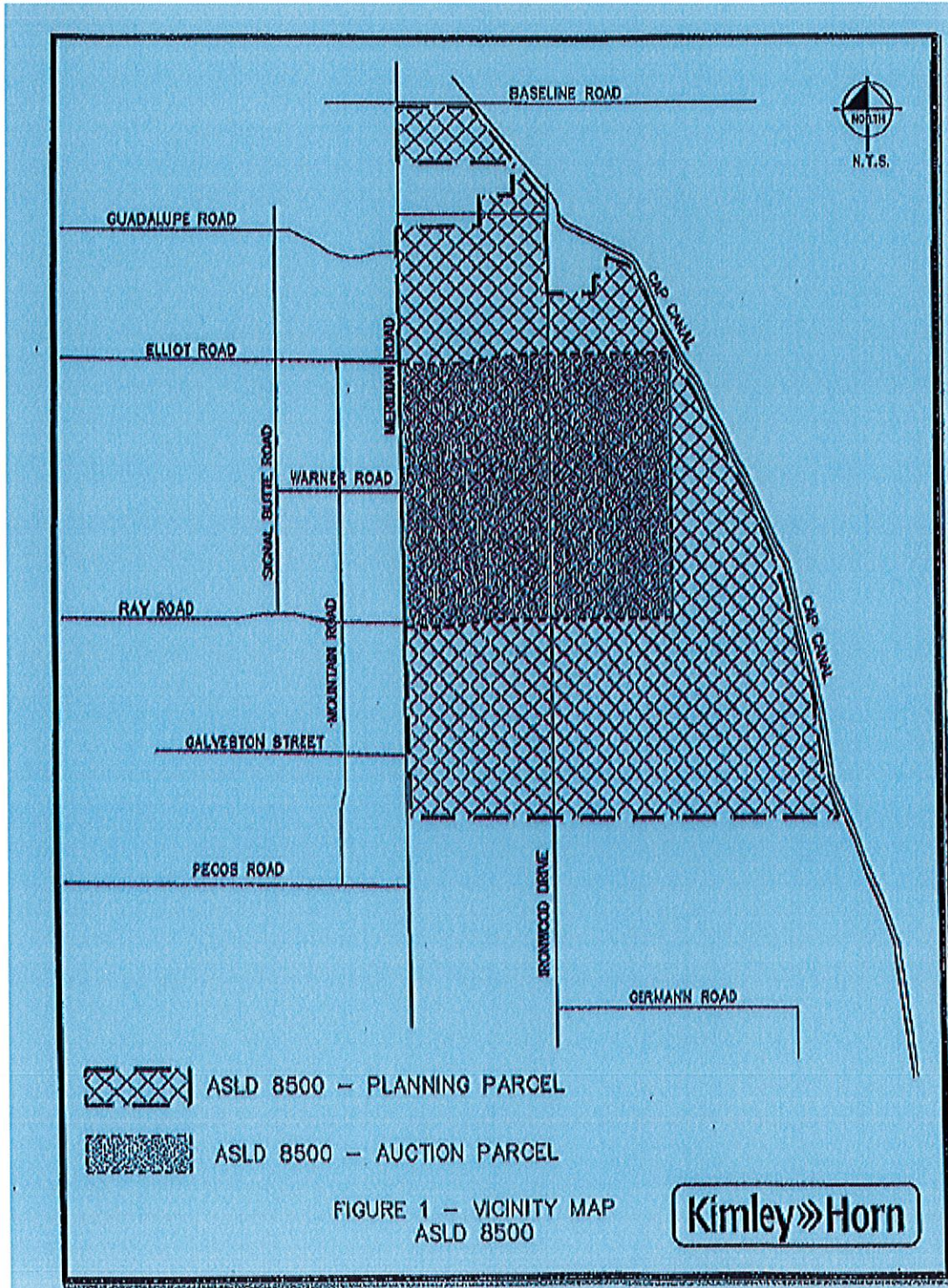
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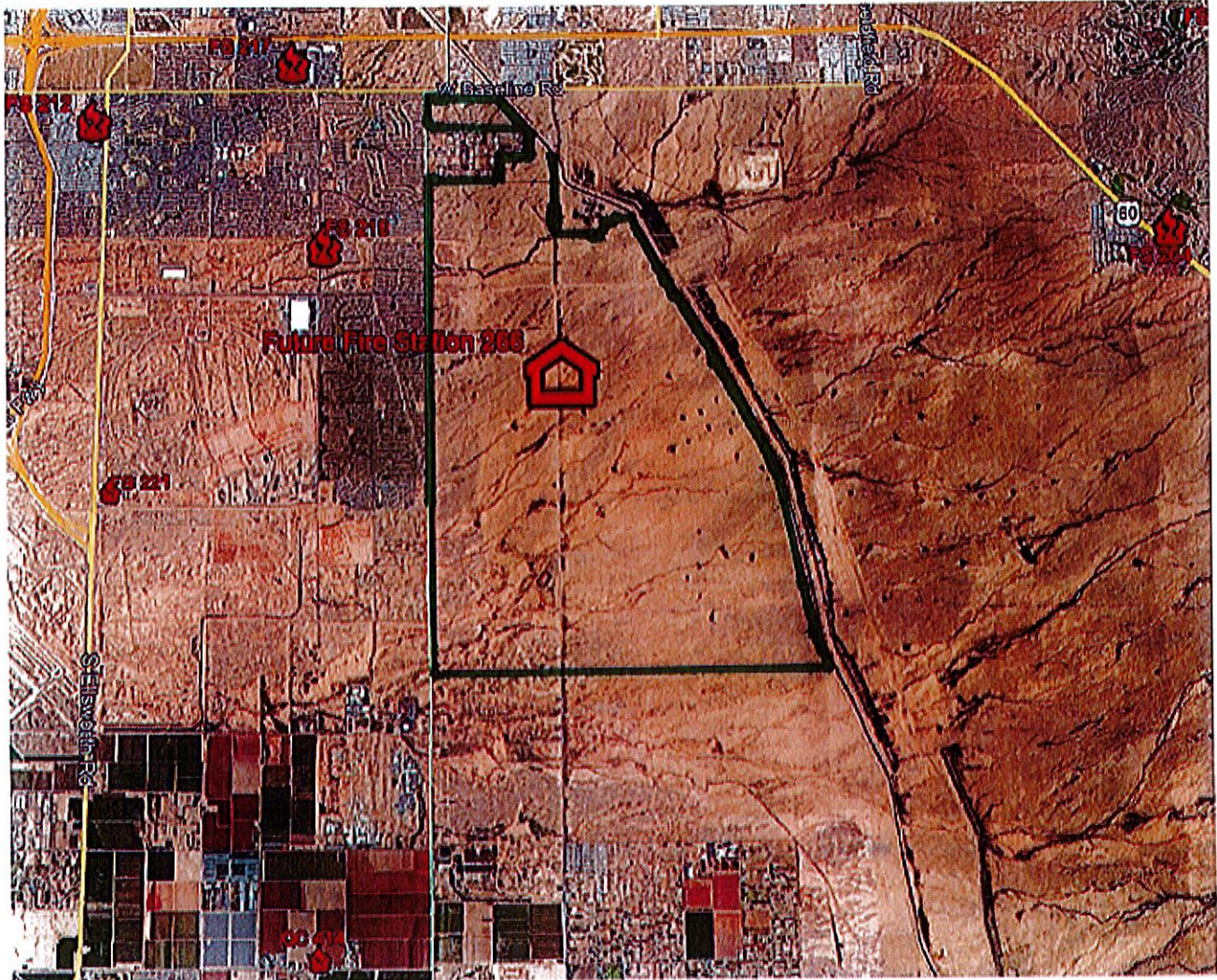
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Motion by Director House to approve Resolution #2021-03-17-14 for the Annexation of the Arizona State Land Trust property with the exception of Section 31 with a Western border of McKenzie Road.

Seconded by Director Kurian

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



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9. Discussion and possible approval of revision to the Promotional Testing Process. (BOD #2021-03-08)

Fire Chief Farber pulled this agenda item to be discussed at a future work session at a date to be determined.

No Motion

10. Reports (BOD #2021-03-09)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Covid-19 Sick Use
- District Shift Overtime
- Thank you to Captain Tanner Fox and Battalion Chief Dave Pohlmann for stepping-up and being willing to go back into the field when they were needed

Acting Assistant Chief Jeff Cranmer

- Fire Incidents
- Crew training
- TRT training
- EMS training

Assistant Chief Rick Ochs

Planning & Logistics

- No-Smoke Exhaust Systems being installed
- New Pumper delivery next week
 - Approximately 3 weeks to complete set-up.
- New Flooring at Fire Station 261

Fire Prevention – Community

- Community requests for Wildfire Prevention
- Tina Gerola will attend a National Fire Academy Plan Review Class, April 5-10 in Sedona
- April 17th; April Pools Day at Superstition Shadows Aquatic Center. Four, one-hour time slots are scheduled and each is limited to 50 people.

Growth & Development

- The Residence at Apace trail. New apartment complex planned south of Broadway road and west of Tomahawk.

Administrative Services Director Anna Butel

- Ultimate Kronos Group



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11. Possible vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for personnel matters and for legal advice pursuant to A.R.S. § 38-431.03(A)(3) and for instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) regarding possible selection of the fire chief position and consideration of the fire chief candidates qualifications; possible discussion of the terms of employment for the fire chief position; and direction to legal counsel regarding the terms of the employment contract for the fire chief position. (BOD #2021-03-10)

Note: Executive Sessions are confidential pursuant to A.R.S. §38-431.03(C).

Motion by Director Cross to go into Executive Session at 7:37 p.m. pursuant to ARS §38-431.03(A)(1) for personnel matters and for legal advice pursuant to A.R.S. §38-431.03(A)(3) and for instructions to legal counsel pursuant to A.R.S. §38-431.03(A)(4) re: possible selection of the fire chief position and consideration of the fire chief candidates qualifications, and possible discussion of the terms of employment for the fire chief position, and direction to legal counsel regarding the terms of the employment contract for the fire chief position.

Seconded by Director House

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

12. Public Session. Discussion and possible action regarding possible selection of a candidate for the fire chief position; possible instructions to legal counsel regarding the terms of a contract for the fire chief position; possible instructions to the Board Chairman and Staff relating to the same. (BOD #2021-03-11)

Motion by Director House to make a job offer to John Whitney for the fire chief position for the Superstition Fire & Medical District.

Seconded by Director Cross

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

Second Motion for Item #12:

Motion by Director Moeller to authorize legal counsel to make a formal agreement consistent with instructions received in the Executive Session and further to authorize the Board Chair to meet with candidate Whitney to discuss the terms of employment.

Seconded by Director Kurian

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



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13. New Business / Future Agenda Items. (BOD #2021-03-12)

Director Cross asked for an update to be added to the April 2021 Board Meeting regarding the status of the SWAT Agreement.

14. Announcements (BOD #2021-03-N/A)

Chief Farber thanked everyone for their support and concern during his recent surgery and recovery.


15. Adjourn (BOD #2021-03-13)

Motion by Director Moeller to adjourn the meeting at **9:42 p.m.**

Seconded by Director House

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

Governing Board Approval:



Board Clerk Jeff Cross
Sherry Mueller