



# Superstition Fire & Medical District

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

**Administration Office**  
565 North Idaho Road  
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## Governing Board Meeting Minutes

### June 16, 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, JUNE 16, 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 5:30 PM.

#### B. Pledge of Allegiance

The Pledge of Allegiance led by Fire Chief John Whitney

#### C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Jeff Cross, Director Shawn Kurian and Director Todd House. Director Jason Moeller attended via conference call.

Senior Leadership Team in attendance were Fire Chief John Whitney, Finance Director Roger Wood, Acting Assistant Chief Jeff Cranmer, Assistant Chief Rick Ochs and Assistant Chief Richard Mooney. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Legal Counsel William Whittington.

#### 1. Review and approval of the May 2021 financial reports and bank reconciliations. (BOD #2021-06-01)

Motion by Director House to approve the May 2021 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 #2021-06-02)

##### June Anniversaries

##### 27 Years of Service

Assistant Chief Jeff Cranmer

Engineer / Paramedic Mike Wolfe

##### 20 Years of Service

Firefighter Ryan Elowe

##### Steven Schaecken – Graduated Phoenix Fire Academy

##### 15 Years of Service

Captain / Paramedic Alex Dupuis

##### 14 Years of Service

Engineer Brandon Blessum

Firefighter / Paramedic Ryan Rodriguez

Captain / Paramedic Geoff Shively



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### **3. Call to the Public. (BOD #2021-06)**

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 #2021-06-03):**

- A. Board Meeting Minutes from May 19, 2021
- B. Special Board Meeting Minutes from May 28, 2021
- C. Executive Session Meeting Minutes (Session 1) from May 28, 2021
- D. Executive Session Meeting Minutes (Session 2) from May 28, 2021
- E. Executive Session Meeting Minutes from April 21, 2021
- F. Transfer Funds for 6/30/2021 Debt Service Payments
- G. Fire Investigator Contract for Services with John Lindstrom

**Motion** by Clerk Cross to approve all consent agenda items for June 16, 2021.

**Seconded** by Director Kurian

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

### **5. Discussion and possible action regarding the approval of Resolution #2021-06-16-19 relating to the ratification of the Board's prior decision to approve the PSPRS unfunded liability refinancing opportunity and expenditure of up to \$30,000 for the District credit rating in conjunction therewith; and ratification of the engagement of Stifel, Nicolaus & Company, Inc. and the prior execution of a an engagement letter relating to the same. (BOD #2021-06-04)**

**Motion** by Clerk Cross to approve Resolution #2021-06-16-19 for the ratification of the Boards prior decision to approve PSPRS unfunded liability refinancing opportunity, and expenditure of up to \$30,000 for the district credit rating in conjunction therewith; and ratification of the engagement of Stifel, Nicolaus & Company, Inc. and the prior execution of an engagement letter relating to the same

**Seconded** by Director Kurian

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

### **6. Discussion consideration, and possible action regarding the development of the Tentative Fiscal Year 2021/2022 Revenue and Expenditure Budget and adoption of Resolution 2021-06-16-17. (BOD #2021-06-05)**

The Tentative Fiscal Year 2021 / 2022 Revenue and Expenditure Budget was approved at this board meeting. The approved Tentative Fiscal Year 2021 / 2022 Budget will be posted allowing at least 20-day public review and comment period





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**Motion** by Director House to adopt Resolution 2021-06-16-17 adopting a tentative budget in the amount of \$54,470,003.87 for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and giving notice to the public of the tentative budget, as well as a time and place for a public meeting to hear comments prior to final adoption of the budget as required by law.

**Seconded** by Director Cross

Director Moeller dropped of the conference call just before the vote took place.

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

7. **Discussion, consideration and possible adoption of Resolution 2021-06-16-18 approving the sale and execution and delivery of Certificates of Participation in a Lease –Purchase Agreement; approving the form and authorizing the execution and delivery of necessary agreements, instruments and documents; adopting a Contingency Reserve Fund Policy and delegating authority to determine certain matters with respect to the foregoing. (BOD #2021-06-06)**

The District decided to exercise the opportunity provided by S1298 “Fire Districts; Pension Liability; Financing” bill which contains an emergency clause to go into effect immediately. S1298 allows the District to refinance its Public Safety Personnel Retirement System (PSPRS) unfunded liability related to the pension for its sworn employees.

At the May 19, 2021 Board meeting, the Board authorized a Standard & Poor’s credit rating of the District to be performed. The next step in the refinancing initiative is for the Board to adopt and execute Resolution 2021-06-16-18 which delegates authority to the Authorized Representatives to finalize the transaction and execute the necessary agreement, instruments and documents, all with certain parameters set forth in the Approving Resolution.

Bryan Lundberg, Managing Director – Stifel, Nicholas & Co., Inc., and Paul Gales, Greenberg Traurig, attended the Board meeting to answer questions regarding the COP sale process.

**Motion** by Director Kurian to approve Resolution 2021-06-16-18 approving the sale, execution, and delivery of Certificates of Participation in a Lease –Purchase Agreement.

**Seconded** by Director House

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

8. **Discussion and possible approval of establishing a new Pinal County Treasurer (PCT) fund for the purpose of segregating the Certificates of Participation Contingency Reserve funds. (BOD #2021-06-07)**

When the District exercises the opportunity refinance its Public Safety Personnel Retirement System (PSPRS) unfunded liability related to the pension for its sworn employees, the sale of the Certificates of Participation will include the creation of a Contingency Reserve fund. This Contingency Reserve Fund is recommended to provide sufficient monies that can be applied towards future PSPRS payments or debt service in the event of unforeseen increases in pension benefits and/or PSPRS investment returns that fall below assumed annual returns.

To ensure the Contingency Reserve Funds are properly segregated and restricted for specified usage, Staff recommends the District establish a new PCT fund called the Certification of Participation Reserve Fund. In order to do so, PCT requires their form be completed and submitted, along with a recorded vote by the Board approving the establishment of the new PCT fund.



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**Motion** by Director House to approve the establishment of a new Pinal County Treasurer fund for the purpose of segregating the Certificates of Participation Contingency Reserved funds.

**Seconded** by Director Cross

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

**9. Discussion and possible approval of the Emergency Federal Land Use Agreement related to the Telegraph fire or other wildland fires in our area. (BOD #2021-06-08)**

The USDA/Forest Service began operating an Incident Command Center from the SFMD Training Center on Saturday, June 5<sup>th</sup>, 2021 to support the Telegraph Fire in Superior AZ. The Forest Service provided the SFMD with an Emergency Facilities & Land Use Agreement and agree to pay \$1,000 per day for the use of our Training Facility. The Board of Directors approved the agreement for this temporary arrangement. The Forest Service relocated to the town of Superior and vacated our Training Center on June 11<sup>th</sup>, 2021.

**Motion** by Director Cross to approve the Federal Emergency Facilities & Land Use Agreement with the Forest Service for the temporary use of the SFMD Training Facility.

**Seconded** by Director House

Director Moeller dropped of the conference call just before the vote took place.

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

**10. Possible vote to go into Executive Session (#1) for legal advice pursuant to § A.R.S. 38-431.03(A)(3) in regard to the possible 1099 consulting agreement with retired Fire Chief Mike Farber; and possible instructions to legal counsel pursuant to § A.R.S. 38-431.03(A)(4) relating thereto; AND**

**Possible vote to go into Executive Session (#2) for legal advice pursuant to § A.R.S. 38-431.03(A)(3) and possible instructions to legal counsel pursuant to § A.R.S. 38-431.03(A)(4) re: the pending White personnel matter; and related Office of Administrative Hearing matter relating thereto. (BOD #2021-06-09)**

**Motion** by Director House to go into Executive Session at 6:34 PM for legal advice pursuant to ARS §38-431.03(A)(3) in regard to the possible 1099 consulting agreement with retired Fire Chief Mike Farber; and possible instructions to legal counsel pursuant to § A.R.S. 38-431.03(A)(4) relating thereto;

AND Motion to go into Executive Session (#2) for legal advice pursuant to § A.R.S. 38-431.03(A)(3) and possible instructions to legal counsel pursuant to § A.R.S. 38-431.03(A)(4) re: the pending White personnel matter; and related Office of Administrative Hearing matter relating thereto.

**Seconded** by Director Cross

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

The Executive Session ended at 8:34 PM.





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11. Public Session began at 8:36 PM. Discussion and possible action re: possible approval of a 1099 consulting agreement with retired Fire Chief Mike Farber; Possible instructions to legal counsel and staff relating to the same. (BOD #2021-06-10)

This agenda item was removed.

No Motion

12. Discussion and possible action re: the White personnel matter; and related pending Office of Administrative Hearing matter; Possible instructions to legal counsel and staff relating to the same. (BOD #2021-06-11)

Motion by Director Cross to authorize legal counsel to proceed as instructed during the Executive Session. Director Jason Moeller had to exit the conference call.

Seconded by Director House

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

13. Discussion, consideration and possible action to create and establish a committee for the purpose of reviewing and updating the SFMD Governing Board of Directors Bylaws. (BOD #2021-06-12)

The SFMD Board of Directors last updated the By-Laws in 2017. Due to changes in Board Members and others in Administration, it is a good time for a review and update. As part of the review and update, a committee will be formed to enhance recommendations to the Board.

The Board of Directors agreed by consensus to establish a committee for the purpose of reviewing and updating the SFMD Governing Board of Directors Bylaws with the possible assistance of the labor committee process.

14. Reports (BOD #2021-06-13)

Senior Leadership Team (SLT):

Fire Chief John Whitney

- Update on transition
- Contracts – RTC, State Forestry & FS 266
- TEMS
- Committee Process

Assistant Chief Rick Ochs

Fire Prevention – Community

- 4th July Celebration

Growth & Development

- AutoZone
- U-Haul
- Handlebar



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### Assistant Chief Richard Mooney

- May Transports (Actual 447) (Budgeted 422)
- May Code 3 Response Compliant  
Transportation Hiring Process
- Establishing a hiring eligibility list for FY21/22
- 45 interviews (11 ALS & 34 BLS)
- Interview Panel
  - Firefighter Randy Vande Krol
  - Firefighter Zack Leon
  - TSP Kelsey Christensen
- Next step is the FC/VP interview

### Acting Assistant Chief Jeff Cranmer

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

### Administrative Services Update

- Recruitment
  - Recruit Firefighter hiring opened Monday, June 14<sup>th</sup>, 2021
  - External Job listing sites:
    - o Indeed
    - o GovernmentJobs.com
  - Information shared to SFMD Facebook and Instagram
  - Closes Monday, July 5<sup>th</sup>

#### 15. New Business / Future Agenda Items. (BOD #2021-06-14)

None

#### 16. Announcements (BOD #2021-06)

None

#### 17. Adjourn (BOD #2021-06-15)

Motion by Director House to adjourn the meeting at 8:59 p.m.

Seconded by Director Cross

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

Governing Board Approval:

  
Board Clerk Jeff Cross  
Sherry Mueller