



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Governing Board Meeting Minutes

August 18, 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, AUGUST 18, 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 5:31 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Assistant Chief Richard Mooney

C. Roll Call

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

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

1. Review and approval of the July 2021 financial reports and bank reconciliations. (BOD #2021-08-01)

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

Seconded by Director Kurian

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2021-08-02)

August Anniversaries

32 Years of Service

Captain / Paramedic Andy Kuhn

20 Years of Service

Firefighter Paul Gruetzmacher

Firefighter Mark Widick

17 Years of Service

Captain / Paramedic Jon Williamson

14 Years of Service

Administrative Assistant II Kelly Bartz

6 Years of Service

Account Clerk Specialist Lori Hlavin

Transportation Services Director Billy Warren

5 Years of Service

Firefighter / Paramedic Clint Musgrave



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Recognition of retiring Engineer Mark Blackstone

3. Call to the Public. (BOD #2021-08-03)

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 #2021-08-04):

- A. Board Meeting Minutes from July 21, 2021
- B. Executive Session Meeting Minutes from July 21, 2021
- C. Fire Service Training Agreement with The City of Phoenix
- D. Apacheland Heritage Days Annual Medical Staffing Agreement - 2022
- E. Native American Arts Festival Annual Medical Staffing Agreement - 2022

Motion by Director Moeller to approve all consent agenda items August 18, 2021.

Seconded by Clerk Cross

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

5. Discussion and possible action regarding Superstition Fire & Medical District's PSPRS Annual Pension Funding Policy #2021-08. (BOD #2021-08-05)

House Bill 2097 Amending Title 38, Chapter 5, Article 4, Arizona Revised Statutes, By Adding Section 38-863.01; Relating to the Public Safety Personnel Retirement System.

38-863.01 Pension Funding Policies: Employers

BEGINNING ON OR BEFORE JULY 1, 2019, EACH **GOVERNING BODY** OF AN EMPLOYER SHALL ANNUALLY:

- 1. Adopt a pension funding policy for the system for employees who were hired before July 1, 2017. The pension funding policy shall include funding objectives that address at least one of the following;
 - a. How to maintain stability of the governing body's contributions to the system.
 - b. How and when the governing body's funding requirement of the system will be met.
 - c. Defining the governing body's funded ratio target under the system and the timeline for reaching the targeted funded ratio.
- 2. Formally accept the employer's share of the assets and liabilities under the system based on the system's actuarial valuation report.
- 3. The governing body shall post the pension funding policy on the governing body's public website.



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Based on the Board's decision to refinance the PSPRS pension unfunded liability through the sale of Certificates of Participation, the District's funding ratio for its Tier 1 and Tier 2 public safety employees is 100%. Staff recommends that the Board officially adopt the attached SFMD PSPRS funding policy effective August 1, 2021.

Motion by Director House to approve the District's PSPRS Annual Pension Funding Policy #2021-08 in accordance with House Bill 2097 ARS 38-863.01.

Seconded by Director Kurian

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

**** The Board decided to move around original agenda items #6, #7 and #8 until after item #12 (announcements).**

Next - Item #9:

Discussion and possible action regarding the September 15, 2021 board meeting due to a scheduling conflict with VFW (BOD #2021-08-10)

Fire Chief John Whitney stated the Board members have been invited to attend a community meet and greet with other area leadership at the VFW. The date and time of the event conflict with the September 15th Board meeting. Staff is requesting guidance from the Board regarding their interests.

The Board Members agreed by consensus to change the time of the September 15, 2021 Board of Directors Meeting from 5:30 p.m. to 2:00 p.m. on that date.

Next – Item #10

Reports (BOD #2021-08-11)

Senior Leadership Team (SLT)

Fire Chief John Whitney

- Board Bylaw Review Status
- Personnel Hiring - 4 firefighters - 7 transportation
- Pre-Academy - Academy starts September 7
- Financial Audit
- Evaluations
- Policy Review
- PIO
- Inter-agency cooperation

Assistant Chief Rick Ochs

Community and Growth & Development

- July 30th: Crew participated in City of AJ Event by showing apparatus and visiting with citizens



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

- Aug. 5th: Tina conducted fire extinguisher training to citizens following special request.
- Aug. 26th: Drowning Prevention Coalition of AZ Award Breakfast in Peoria.
- Goldfield Estates
- Superstition Blvd. Apts.
- Rennick & Virginia housing
- Circle Trail Suites

Acting Assistant Chief Jeff Cranmer

Operations

- YTD Call Volume
- Fire Incidents
 - - Aug. 9th Structure Fire, 2279 E. 35th Ave.
 - - Wildland deployment, State of Washington
- Crew training
- Recruit training-academy prep.
- EMS training

Transportation Services Director, Billy Warren

- Town Hall Meeting
- Streamlining the part time employee process
- Billing reconciliation
- CARES Act reporting
- Hospital diversion conversations

Next – Item #11

New Business / Future Agenda Items. (BOD #2021-08-12)

- Bylaw Review and electronic check signing through a work session
- Date and time of work session will be Wednesday, September 1, 2021 at 9:00 a.m.

Next – Item #12

Announcements (BOD #2021-08-13)

None.

Next – Back to Item #6

6. Possible vote to go into Executive Session (#1) 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; upcoming hearing regarding the same. (BOD #2021-08-06)

AND Possible vote to go in to Executive Session (#2) for legal advice pursuant to A.R.S. § 38-431.03(A)(3) regarding the Fire Chief's annual evaluation process. (BOD #2021-08-07)



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Motion by Director House to go into Executive Session (#1) at 6:17 PM for legal advice pursuant to ARS §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 upcoming and hearing regarding the same; AND

Motion by Director House to go into Executive Session (#2) for legal advice pursuant to A.R.S. § 38-431.03(A)(3) regarding the Fire Chief's annual evaluation process.

Seconded by Director Moeller

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

The Executive Session ended at 6:50 PM.

Next – Item #7

7. **Public Session began at 6:52 PM. Discussion and possible action re: the pending White personnel matter; upcoming hearing regarding the same; possible directions to Fire Chief, staff and legal counsel relating to the same (BOD #2021-08-08)**

Motion by Director House to authorize legal counsel to share documents with the insurance company; and authorize the Board Chair to execute the appropriate consent.

Seconded by Director Cross

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

Next – Item #8

8. **Discussion and possible action re: the Fire Chief annual evaluation process. (BOD #2021-08-09)**

There was discussion between the Board Members and Fire Chief Whitney regarding the different types of evaluations that are available. The Board is open to suggestions by the Fire Chief to preferable executive level evaluation form(s). Attorney Whittington will also provide some evaluation form options for the Board to review.

There was discussion between Board Members and Chief Whitney about who should be involved in the evaluation process: internal, external, 360°, etc. The Board discussed past Chief evaluations success' and failures, and what other organizations have done.

Mr. Whittington shared that he has seen success measuring one's performance against long-term goals.

The Fire Chief evaluation process will be added to the next several Board of Directors Meetings for discussion.

No Motion

Next – Item #13

13. **Adjourn (BOD #2021-08-14)**

Motion by Clerk Cross to adjourn the meeting at 7:20 PM.

Seconded by Director Moeller

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



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Governing Board Approval:


Board Clerk Jeff Cross
Sherry Mteller