



# Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

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## Governing Board Work Session Minutes

### September 1, 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 WORK SESSION MEETING ON WEDNESDAY, SEPTEMBER 1, 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 9:00 AM.**

#### 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 Legal Counsel William Whittington

#### C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Director Shawn Kurian, Director Todd House, and Director Jason Moeller. Clerk Cross was not in attendance.

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Rick Ochs, Assistant Chief Richard Mooney, Deputy 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. Call to the Public. (BOD #2021-09)

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.

NONE.

#### 2. Discussion, presentation, and review of the Superstition Fire & Medical Board of Directors Bylaws. (BOD #2021-09-01)

The Board of Directors met to review and discuss all details of the current Bylaws of the Board of Directors. Assistant Chief Richard Mooney provided a draft document to everyone with proposed changes made by Legal Counsel William Whittington (highlighted in red) and himself (highlighted in blue). The Board reviewed each page and discussed the proposed changes. Administrative Services Director Anna Butel made the discussed and agreed upon changes on the document during the meeting. The final version of the Board of Directors Bylaws will be approved at the September 15, 2021 Board Meeting.

No Motion.

*Administration Office*  
565 North Idaho Road  
Apache Junction, AZ 85119

*Regional Training Center*  
3700 East 16<sup>th</sup> Avenue  
Apache Junction, AZ 85119

*Fleet Services*  
1455 East 18<sup>th</sup> Avenue  
Apache Junction, AZ 85119

**3. Discussion and presentation regarding automation of Board signatures on the District's manual payables and payroll checks. (BOD #2021-09-02)**

Finance Director Roger Wood stated that a long-withstanding objective of the District is to automate the Board signatures on both accounts payable and payroll checks. Some of the issues that need to be worked through are:

(1) Whose signatures (need two on every check) will be on the checks; other organizations have the Board Chairman and the Board Clerk's signature on their checks. Other agencies and organizations use an external machine to add two electronic signatures to the checks (the Chair and Clerk). Currently, Finance / Accounting obtains two "wet signatures" on all the checks by available Board Members each week.

(2) Staff needs to know which Board Members will be approving the checks each week. Possibly two Board Members could be assigned one month at a time.

(3) Possibility to operate on a negative approval (in the case of no response); currently all Board Members are included on an email that includes a listing of all payables each week. Legal Counsel William Whittington said, "Yes, the District could operate on a negative approval process if the Board approves a policy covering that process." Finance Director Roger Wood will draft a policy on the negative approval process for review and possible approval by the Board at a future meeting. It would become an extension of the Procurement Policy.

No Motion

**4. Policies for review, possible approval at the September 15<sup>th</sup> meeting. (BOD #2021-09-03)**

Fire Chief John Whitney stated to the Board of Directors that Senior Leadership would be bringing to the Board a package of policies starting in September 2021. SFMD's policy manual needs updating. The first group of policies for review and later approval will be:

- 1000 Recruitment and Selection
- 1002 Promotions and Transfers
- 1003 Position Descriptions
- 1004 Classification Specifications
  
- 1005 Career Tracks (*for removal*) Will be placed in professional development area
- 1006 Fire Officer Development (*for removal*) Will be placed in professional development area
  
- Mandatory Hire Back for Overtime (New - Policy Number TBD)

Chief Whitney's approach is "less is more and a simplistic approach" when it comes to organizational policies. Chief Whitney and Staff are trying to avoid areas where two policies conflict. The forms that are now included in the policy manual will be removed and placed in a forms manual. Education Requirements will be removed from policies and put in the job descriptions.

No Motion.

**5. Adjourn (BOD #2021-09-04)**

**Motion** by Director Moeller to adjourn the meeting at 11:57 AM.

**Seconded** by Director House

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

**Governing Board Approval:**

A handwritten signature in blue ink, appearing to read 'J Cross', is written over a horizontal line.

Board Clerk Jeff Cross  
*Sherry Mueller*