



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
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Regional Training Center
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Fleet & Facilities Services
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Governing Board Meeting Minutes

September 15, 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, SEPTEMBER 15, 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 2:00 PM.

A. Call to Order

Chairman Chamberlain called the meeting to order at 2:00 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Savannah (Assistant Chief Ochs' Granddaughter)

C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Jeff Cross and Director Jason Moeller (Moeller by conference phone). Director Shawn Kurian and Director Todd House were not present.

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 and Transportation Services Director Billy Warren. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Legal Counsel William Whittington.

1. Review and approval of the August 2021 financial reports and bank reconciliations. (BOD #2021-09-01)

Motion by Clerk Cross to approve the August 2021 financial reports and bank reconciliations.

Seconded by Director Moeller

Vote 3 ayes, 0 nays, **MOTION PASSED.**

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2021-09-02)

30 Years of Service: Assistant Chief **Rick Ochs**

29 Years of Service: BSO / Captain / Paramedic **Mike Paul**

23 Years of Service: Firefighter **Nat Erickson**

Firefighter **Shorty Johnston**

Assistant Chief **Rich Mooney**

Engineer **Jose Sepulveda**



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- 21 Years of Service:** Engineer **John Taylor**
- 19 Years of Service:** Engineer/Paramedic **Jim Crowley**
Captain/Paramedic **Craig Halver**
Engineer **Aaron McDonald**
- 16 Years of Service:** Training Captain/Paramedic **Tanner Fox**
Engineer **Rob McMinn**
Firefighter/Paramedic **Randy VandeKrol**
- 15 Years of Service:** Firefighter/Paramedic **Eric Ellsworth**
Captain/Paramedic **Dustin Farber**
Firefighter/Paramedic **Ken Simkins**
- 4 Years of Service:** EMT **Jack Hafer**
Firefighter/Paramedic **Trenton McMinn**
Firefighter **Zachary Leon**
- 3 Years of Service:** Firefighter/Paramedic **Travis Yates**

Recognition of Promotions: Chris Robson / Captain & Dave Endres / Engineer

Recognition of Retiree: Andy Kuhn Captain/Paramedic 1989 - 2021

3. Call to the Public. (BOD #2021-09-03)

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 #2021-09-04):

- A. Board Meeting Minutes from August 18, 2021
- B. Executive Session (#1) Meeting Minutes from August 18, 2021
- C. Executive Session (#2) Meeting Minutes from August 18, 2021
- D. Work Session Minutes from September 1, 2021

Motion by Director Moeller to approve all consent agenda items for September 15, 2021.

Seconded by Clerk Cross

Vote 3 ayes, 0 nays, **MOTION PASSED**



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5. Discussion, presentation, and possible approval of the 2020/2021 Annual Report and possible adoption of Resolution 2021-09-15-05. (BOD #2021-09-05)

This item comes before the Board on an annual basis. The annual report provides an overview of SFMD's performance over the last fiscal year. The report provides insight across all departments of the SFMD and its impact on our community. Some highlights included in the annual report:

- Fire Chief John Whitney joined SFMD on June 1, 2021
- Annexation of 2800 acres in to the District increasing the square miles from 60.55 to 70.98
- Response Standards
 - Total Incidents: 10,729
 - Average Response Time Emergent Incidents: 4:32
 - Call Volume – 5 Year Projection – 4.2% Increase
- Fire Suppression
 - Pre-Incident Value of Property & Content: \$10.9 million
 - Value of Property & Content Saved: \$7.9 million
 - Percentage of Property & Content Saved: 72%
- Emergency Medical Services
 - 2020 Cardiac Arrests – SFMD Survival Rate: 27.3%
 - COVID-19 – Suspected or Confirmed COVID Incidents requiring EMS Services: 983
 - EMS Call Types: General Medical 38%, Illness 17%, Pain 14%, Respiratory 7%, Behavioral 7%, Injury 6%, Cardiac 5%, Substance Abuse 4%, Neurological 1%, Stroke 1%
 - Transport Service Requests: ALS Transports 4,675, BLS Transports 781
- Training
 - Total training hours: 32,697
- Community Services
 - Fire Investigations 21, Business Inspections 535, Plan Reviews 131
 - Demonstrations of Hands-Only CPR - 90
- Annual Budget
- Promotions
- Retirements

Motion by Clerk Cross to approve the 2020/2021 Annual Report and adoption of Resolution 2021-09-15-05: Formally Adopting the 2020/2021 Annual Report

Seconded by Director Moeller

Vote 3 ayes, 0 nays, MOTION PASSED



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6. Discussion, presentation, and possible approval of the SFMD Governing Board Handbook and Bylaws version September 15, 2021. (BOD #2021-09-06)

During the recent work session to review and discuss the Governing Board Bylaws, suggested changes were made and the final version was presented to the Board for final approval.

Motion by Clerk Cross to approve the September 15, 2021 version of the SFMD Governing Board Handbook and Bylaws.

Seconded by Director Moeller

Vote 3 ayes, 0 nays, MOTION PASSED

7. Discussion, presentation, and possible approval of the SFMD policies 1000 Recruitment and Selection, 1002 Promotions and Transfers, 1003 Position Descriptions, 1004 Classification Specifications and Mandatory Hire Back for Overtime Policy. Additionally, remove policies 1005 Career Tracks, and 1006 Fire Officer Development and relocate the following forms; Employee Grievance, Employee Concern, Citizen Concern, Employee Corrective Action, and Educational Requirements to new locations. (BOD #2021-09-07)

Motion by Clerk Cross to approve policies 1000 Recruitment and Selection, 1002 Promotions and Transfers, 1003 Position Descriptions, 1004 Classification Specifications and Mandatory Hire Back for Overtime Policy. Additionally, remove policies 1005 Career Tracks, and 1006 Fire Officer Development and relocate the following forms; Employee Grievance, Employee Concern, Citizen Concern, Employee Corrective Action, and Educational Requirements to new locations.

Seconded by Director Moeller

Vote 3 ayes, 0 nays, MOTION PASSED

8. Discussion and possible action regarding the Fire Chief's annual evaluation process. (BOD #2021-09-08)

The Board Members had a group discussion with Fire Chief Whitney regarding the options for the upcoming Fire Chief Evaluation process and forms.

No Motion

9. Senior Leadership Team Reports (BOD #2021-09-09)

Fire Chief Report

- DPCA Award Breakfast – Tina Gerola
- BC Promotional
- AJ City Council & FIDO Bags, Public Engagements



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- TSP Part-Time
- Fire Chief Seminar
- Superstition Vistas
- County Economic Development Meeting
- Organizational Chart

Fire Prevention and Community

- Chief Mooney and Tina Gerola transition
 - Fleet & Facility Services
 - Special Events Contracts (EMS)
 - Plan Review
- Hazard Tag(s) process changes
- Queen Creek Fire Station Tours

Growth & Development

- Axiom Health Expansion
- Fuel Station/Car Wash with Convenience Store and Fast Food Restaurant.
- Abrazo Funeral Parlor
- Breaking Ground: Popeye's, Gold Canyon Medical, Hampton East III (195), Superstition Vista (256), Entrada Del Oro (367) and Ironwood Station (96)

Operations

- Monthly Call Volume for August 2021: 820 / YTD Through August 2021: 7144
- Total Incidents for August 2021: 820 / Total Incidents YTD Through August 2021: 7144
- Phoenix Regional Fire Academy Recruits
- Gilbert Regional Fire Academy Recruits
- Wildland – UTV Medical Jeremy Rocha, Matt Leon

Transportation Services

- Monthly Call Volume: June 2021 - 393; July 2021 – 455; August 2021 - 447

Administrative Services

- New Employee Onboarding – 13
- Recruit Hiring After-Action
- Open Recruitments
- Fleet and Facilities Support Specialist –Closes 9/26/21
- TSP Paramedic – Closes 9/30/21
- Captain – Slated for Spring 2022
- Engineer Reading List – Slated for Fall 2022

Finance / Accounting Services



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- Continue efforts to secure CARES Act funding from Pinal County Board of Supervisors
- Audit preparation
- Budget amendment modeling
 - Tentative Amended Budget to be presented at October board meeting
 - Final Amended Budget to be presented at November board meeting

10. Possible vote to go into Executive Session 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 #2021-09-10)

Motion by Clerk Cross to go into Executive Session at 3:04 p.m. 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.

Seconded by Director Moeller

Vote 3 ayes, 0 nays, MOTION PASSED

Executive Session adjourned at 3:44 p.m.

11. Public Session. Discussion and possible action re: the pending White personnel matter; upcoming hearing regarding the same; possible directions to the Fire Chief, staff and legal counsel relating to the same. (BOD #2021-09-11)

The Board was back in Public Session at 3:45 p.m. No Motion. Chairman Chamberlain removed item #11.

12. New Business / Future Agenda Items (BOD #2021-09-12)

Fire Chief Whitney asked the Board Members if they would be available for a Special Board Meeting on Monday, September 20, 2021 at 10:00 a.m. The Board Members in attendance said they are available on that date and time.

13. Announcements / Document Signing (BOD #2021-09-13)

14. Adjourn (BOD #2021-09-14)

Motion by Clerk Cross to adjourn the Board Meeting at 3:51 p.m.

Seconded by Director Moeller

Vote 3 ayes, 0 nays, MOTION PASSED

Governing Board Approval:


Board Clerk Jeff Cross
Sherry Mueller