



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

November 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, NOVEMBER 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 5:31 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Assistant Chief Rick Ochs

C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Rick Ochs, Assistant Chief Richard Mooney, Deputy Chief Jeff Cranmer, Administrative Services Director Anna Butel, Finance Director Roger Wood, Transportation Services Director Billy Warren and Fire 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 October 2021 financial reports and bank reconciliations.

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

Seconded by Clerk Cross

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

2. Recognition of employee performance, achievements, and special recognition for community members.

November Service Anniversaries

21 Years:

Firefighter / Paramedic **July Ritschel**

15 Years:

Software Administrator & IT Specialist **Lauren Daniel**

8 Years:



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Account Clerk Specialist **Jenn Burke**

6 Years:

EMT **Ron Demarzo**
EMT **Justin Mueller**
Paramedic **Trevor Overson**
Paramedic **Jim Tucci**

1 Year:

Firefighter **Benjamin Young**

Recognition of Promotions

Jon Williamson – Battalion Chief
Lance Frawley – Captain
Chris Furgeson – Captain
Adam Rodriguez - Engineer

Recognition of Retirees

Engineer **Robert Vande Krol** 2002 – 2021
Firefighter / Paramedic **Randall Vande Krol** 2005 - 2021

3. Call to the Public.

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:

- A. Board Meeting Minutes from October 20, 2021
- B. Executive Session (#1) Minutes from October 20, 2021
- C. Executive Session (#2) Minutes from October 20, 2021
- D. Lost Dutchman Marathon Medical Staffing Agreement for 2022
- E. 2022 Gold Canyon Arts Festival Medical Staffing Agreement
- F. Copier Lease Agreement with SIMS Business Systems
- G. Addendum to the Brycer Contract (Compliance Engine Product)
- H. State Fire Lease Extension for the Regional Training Center (RTC)
- I. Licensing Agreement for Applied Resuscitation Education and Specialized Training (AREST)

Chief Whitney requested that consent agenda item “H” be pulled from the list for further analysis.

Motion by Director Moeller to approve all consent agenda items except for item “H” for November 17, 2021.

Seconded by Director House

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



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5. Public Hearing in accordance with ARS §48-805.02 in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District amended revenue and expenditure budget for Fiscal Year 2021/2022.

No one from the public to comment.

No Motion

6. Discussion and possible approval of FY2021 / 2022 amended Budget and adoption of Resolution 2021-11-17-07: Budget Adoption.

Finance Director Roger Wood provided a high-level overview of the final amended budget to the Board of Directors.

Motion by Director House to adopt Resolution 2021-11-17-07: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in the amount of \$54,684,497.19 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2021 / 2022

Seconded by Director Kurian

Vote 5 ayes, 0 nays, MOTION PASSED

7. Discussion and possible approval of the modification to the Board's Procurement Policy and Disposition Policy.

Procurement Policy Changes:

- Increase competitive written bid threshold to \$7,500 for goods, and \$10,000 for services.
- Incorporate Electronic Signing of Payables Manual checks.
- Separate Payroll Policy into separate policy.
- Incorporate Electronic Signing of Payroll Manual checks.

Motion by Clerk Cross to approve the modification to the Board's Procurement Policy and Disposition Policy.

Seconded by Director House

Vote 5 ayes, 0 nays, MOTION PASSED



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8. Discussion and possible approval of the modifications to the Board's Disposition Policy.

Disposition Policy Change:

- Provides Board delegation of authority to the Fire Chief to sell non-inventoried surplus personal items, such as used fire helmets, fire boots, and fire badges, to separating personnel. Also provides the Fire Chief the authority to set a reasonable nominal price for these items.

Motion by Director House to approve the recommended modification to the Board's Disposition Policy as amended with the effective date of December 1, 2021.

Seconded by Clerk Cross

Vote 5 ayes, 0 nays, MOTION PASSED

9. Discussion and possible approval regarding the Fire Chief's annual evaluation process.

Administrative Services Director Anna Butel discussed the timeline for the evaluation process that will be finalized in Executive Session at the December 15, 2021 Board Meeting.

No Motion

10. Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter, and possible adoption of Resolution 2021-11-17-08.

Labor Union Vice President Captain John Walka provided an overview of the MOU.

- Collaborative effort between Labor and Management
- Duration: November 2021 – July 2022
- Committees overview
- Additional Holiday (all employees)
- Increase to TRT incentive (limiting total TRT members)
- Removed Certificate of Completion Incentive
- Increase to Bachelor's Degree Incentive (all employees)
- No COLA/Market Adjustment

Motion by Clerk Cross to approve the 2021 Memorandum of Understanding (MOU) between The Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter, and adopt Resolution 2021-11-17-08

Seconded by Director House

Vote 5 ayes, 0 nays, MOTION PASSED



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11. Discussion and possible approval of SFMD policies:

- 1007 – Incentives
- 1008 – Tuition Reimbursement
- 1053 – Earned Leave
- 1013 – Ethical Standards
- 1033 – Temporary Modified-Duty Assignments
- 1043 – Nepotism

Motion by Director House to approve policies 1007 Incentives, 1008 Tuition Reimbursement, 1053 Earned Leave, 1013 Ethical Standards, 1033 Temporary Modified-Duty Assignments, and 1043 Nepotism

Seconded by Director Kurian

Vote 5 ayes, 0 nays, MOTION PASSED

12. Senior Leadership Team Reports

Fire Chief Report

- Policy Strategy
- ROCC Ambulance Sub Committee
- COVID Cares Act
- ARPA Funding Request
- Superstition Vistas Agreement
- Warren & Pohlmann – CALSC Presentation
- Staffing Committee
- 261-C – Logsdon, Perez, Philips – School talk
- BC261-A & E263-A – Williamson, Garcia, Chapman, Potter, Young – Halloween Festival

Fire Prevention and Community

- Veterans Day Parade
- AJ Festival of the Superstitions
 - Flat Iron Park
 - Veterans Tribute
- Plan Review transition from Assistant Chief Ochs to Tina Gerola and Assistant Chief Richard Mooney

Growth & Development

- US 60 and Tomahawk Road – Fueling Station, Electric Charging Station, Food Market, 3-Story Hotel (36,000 square feet), Restaurant site and Retail Building.



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Operations

- October 2021 Call Volume – 957
- YTD Call Volume – 9092
- YTD Training Hours for 2021 – 19,403

Transportation Services

- October 2021 Call Volume – 507

Administrative Services

- Q12 Employee Engagement Survey
- Human Resources Manager Interview
- Currently Recruiting for AP/AR Specialist & Fire Mechanic I
- Pre-Academy Planning
- Assistance to Firefighters Grant is open and closes on December 17, 2021

Finance / Accounting Services

- FY20/21 audit fieldwork is complete, no issues found. When final, the audit report will be presented to the Board at the January BOD.
- Facilitating bid process of District's property and casualty insurance. Policy renews March 1, 2022.
- Starting FY20/21 ARCR report due December 31

Labor

- Statewide Sales Tax Initiative

**** Agenda items #13, #14 and #15 were removed / pulled from the agenda (Executive Session 1 & 2, and two public sessions) by Fire Chief John Whitney.**

16. New Business / Future Agenda Items

Clerk Cross and Director House both agreed they would like to add an agenda item to the December 2021 Board Meeting to discuss going back to regular public sessions for future Board Meetings.

17. Announcements / Document Signing

Chief Whitney told the Board Members that on December 16, 2021, Supervisor Serdy is having an open house at the county complex. The invitation has been sent out to all Board Members. Also, there is an invitation from Brookfield / DR Horton for a Ground Breaking ribbon cutting ceremony on December 7, 2021 at 8:00 a.m.

Chairman Chamberlain thanked L263 Crew for what they did on Veterans's Day at the VFW. The Flag pole was stuck and they couldn't perform the flag raising ceremony. L263 Crew came over and fixed the problem with the flagpole.



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Director House said that according to the Phoenix Business Journal, Arizona State Land Trust will be selling approximately 700 acres in the area North of Germaine and West of Ironwood, which is in the Queen Creek city limits (our new annexation area) for a new Samsung facility. The new building will be 1.7 million square feet and employ about 2,300 employees. On the other side of Ironwood, there is going to be a chip manufacturing facility that will have about 2,300 employees as well.

Assistant Chief Rick Och's retirement celebration will be on December 21, 2021 at 3:00 p.m. at the Multi-Generational Center.

18. Adjourn

Motion by Director House to adjourn the Board Meeting at 7:02 p.m.

Seconded by Director Moeller

Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:


Board Clerk Jeff Cross
Sherry Mueller