BOARD OF DIRECTORS MEETING
January 19, 2022

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD
KATHLEEN CHAMBERLAIN, BOARD CHAIRMAN
JEFF CROSS, BOARD CLERK
TODD HOUSE, BOARD DIRECTOR
JASON MOELLER, BOARD DIRECTOR
SHAWN KURIAN, BOARD DIRECTOR
Notice is hereby given to the general public the Superstition Fire & Medical District (SFMD) will hold a meeting on **Wednesday, January 19, 2022**. The meeting will be held at the Superstition Fire & Medical District’s Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the general public and begin at **5:30 p.m.** local time.

A. Call to Order  
B. Pledge of Allegiance  
C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. **Review and approval of the December 2021 financial reports and bank reconciliations.**

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

3. **Call to the Public.**  
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.

4. **Consideration and possible approval of all consent agenda items listed below:**  
   A. Board Meeting Minutes from December 15, 2021  
   B. Executive Session #1 Minutes from December 15, 2021  
   C. Executive Session #2 Minutes from December 15, 2021  
   D. Executive Session #3 Minutes from December 15, 2021  
   E. Paratech Struts – Curtis Tools for Heros  
   F. Phoenix NAP Contract Renewal 2022  
   G. Special Board Meeting Minutes from January 5, 2022  
   H. Executive Session Meeting Minutes from January 5, 2022  
   I. Special Board Meeting Minutes from January 10, 2022

5. **Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2021, as required by Arizona Revised Statute §48-253, and as presented by Steven May, Audit Supervisor - Henry & Horne, LLP – Certified Public Accountants.**

6. **Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2022/2023 SFMD Revenue and Expenditure Budget.**
7. Discussion and possible approval of a monthly calendar for Board approval of the weekly payroll and payables manual checks to facilitate the electronic check signature process.

8. Discussion regarding the potential re-opening of District Facilities.

9. Discussion and possible action regarding the Request for Proposal (RFP) for the EMS Medical Director.

10. Discussion regarding the disposition of surplus property located at the RTC.

11. Senior Leadership Team Reports
    Fire Chief John Whitney
    Assistant Chief Richard Mooney
    Assistant Chief Brian Read
    Deputy Chief Jeff Cranmer
    Transportation Services Director Billy Warren
    Administrative Services Director Anna Butel
    Finance Director Roger Wood
    Captain John Walka

12. Possible vote to go into Executive Session for personnel matters pursuant to A.R.S. § 38-431.03(A)(1) and 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: Fire Chief John Whitney’s employment contract;

13. Public Session. Discussion and possible action regarding possible revision to Fire Chief’s employment contract.

14. New Business/Future Agenda Items

15. Announcements/Document Signing

16. Adjourn

NOTICE: The Governing Board may go into executive session for the purpose of obtaining legal advice from the Fire District's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3). One or more members of the Governing Board may attend the meeting telephonically. Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Posted on: January 13, 2022
At: 1100 Hours
By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations, may request those through the SFMD Administration Office (480-982-4440) at least 24-hours before the Board Meeting.
Agenda Item Title
Review and approval of the December 2021 financial reports and bank reconciliations.

Submitted By
Finance Director Roger Wood

Background/Discussion
The District’s accounting department staff prepares the monthly financial reports. The District’s annual budget, which is adopted by the Board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the Board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. Cash Flow – All Governmental Funds.
   The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the District’s cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire District maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.
   The reconciliation of each of the District’s Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer’s monthly bank statement and the District’s Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

Financial Impact(s)/Budget Line Item
N/A

Enclosure(s)
*Monthly Financials provided under separate cover

Recommended Motion
“Motion to approve the December 2021 financial reports and bank reconciliations.”
Superstition Fire & Medical District

Governing Board Acceptance of Fire District’s Financial Statements and Bank Reconciliations

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of December 2021:

1. Financial Statement
2. Bank Reconciliations
   a. General (100) Fund
   b. Transport Services (150) Fund
   c. Capital Projects (200) Fund
   d. Special Projects (400) Fund
   e. Debt Principle (500) Fund
   f. Debt Interest (600) Fund
   g. Certificate of Participation Reserve (700) Fund

Kathleen Chamberlain, Board Chair

Date
Governing Board Meeting – January 19, 2022
Agenda Item: 2

**Agenda Item Title**
Recognition of employee performance, achievements, and special recognition for community members.

**Submitted By**
Fire Chief John Whitney
Assistant Chief Richard Mooney

**Background/Discussion**
This is a recurring monthly item to provide the Board with information concerning superior employee performance, achievements, and special recognition for community members.

**January Anniversaries**

33 Years – Engineer, John Christensen
21 Years – Captain / Paramedic, Rob Bessee
19 Years – Engineer / Paramedic, Chuck Hanson
5 Years – Firefighter / Paramedic, Brian Dover
1 Year – Paramedic, Andrew Silva
  Firefighter, Brady Harmon
Governing Board Meeting – January 19, 2022
Agenda Item: 3

Agenda Item Title
Call to the Public

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 allow 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.

Background / Discussion
Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the fire district. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the Board’s discretion). The Board may also direct staff to follow up on the issue with the citizen.

Scheduled
None
Agenda Item Title
Consideration and possible approval of all consent agenda items as listed below:

A. Board Meeting Minutes from December 15, 2021 – Appendix A
B. Executive Session #1 Minutes from December 15, 2021 - Appendix B
C. Executive Session #2 Minutes from December 15, 2021 - Appendix C
D. Executive Session #3 Minutes from December 15, 2021  - Appendix D
E. Paratech Struts – Curtis Tools for Heros – Appendix E
F. Phoenix NAP Contract Renewal 2022– Appendix F
G. Special Board Meeting Minutes from January 5, 2022 - Appendix G
H. Executive Session Meeting Minutes from January 5, 2022 - Appendix H
I. Special Board Meeting Minutes from January 10, 2022 – Appendix I

Background/Discussion
The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

Recommended Motion
“Motion to approve the consent agenda items for January 19, 2022.”
Governing Board Meeting – January 19, 2022
Agenda Item: 5

**Agenda Item Title**
Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2021, as required by Arizona Revised Statute §48-253, and as presented by Steven May, Audit Supervisor – Henry & Horne, LLP – Certified Public Accountants.

**Submitted By**
Roger Wood, Finance Director
Fire Chief John Whitney

**Background/Discussion**
The District’s annual audit was completed as required by A.R.S. §48-253. Mr. May will be attending the Board meeting telephonically to present information regarding the audit, and will be available to answer questions from the Board.

**Financial Impact**
None.

**Enclosures**
A hardcopy of Audit report will be provided to Board Member’s at the Board Meeting.

**Recommended Motion**
“Motion to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2020 and ending on June 30, 2021, as submitted by Henry & Horne, LLP, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”
Agenda Item Title
Discussion and possible approval of a planning calendar and process for Fiscal Year 2022 / 2023 SFMD Revenue and Expenditure Budget.

Submitted By
Finance Director Roger Wood
Fire Chief John Whitney

Background/Discussion
Enclosed for reference and review is the proposed schedule and planning calendar for budget preparation over the next six (6) months. This schedule represents a streamlined version of similar and successful methodologies and processes used in past years to ensure the most efficient use of Staff time.

The schedule details Governing Board planning, activity, and decisions occurring at the regularly scheduled Governing Board meetings (the third Wednesday of each month). The final adoption of the FY 2022 / 2023 budget is scheduled on July 20, 2022, which coincides with the regularly scheduled meeting for the month.

Following past practice, the proposed budget planning calendar considers key items such as:

- **On February 16, 2022:** Staff will provide the preliminary property tax abstracts from Pinal and Maricopa Counties and the corresponding preliminary Revenue Budget estimate for FY2022 / 2023.

- **Labor and Management will be meeting throughout the budget planning process to ensure discussion and consideration of items of mutual interest. The Labor organization may choose to make a presentation to the Board at the March Governing Board meeting. This allows Staff approximately one month to provide funding information on any Labor proposals for the May Board meeting.**

- **Staff will also be meeting with the unrepresented employees to discuss their items of interest for the upcoming budget year, as is done for the represented employees.**

- **At the March 16, 2022 Governing Board meeting, Staff will present the FY2022/2023 Key Initiative(s) listing, and a high level summary of the status of budget development. This meeting will also be a time when the Board may choose to discuss any funding or program additions or changes they feel may be necessary.**

- **After receiving specific direction from the Board at the May meeting, the Fire Chief and Staff will discuss the Preliminary Budget status at the May 18, 2022 Board meeting.**

- **The Tentative Budget adoption is scheduled for the June 15, 2022 Board meeting, at which time the Board can encourage public comment for the official public hearing that will occur during the board meeting scheduled on July 20, 2022.**

- **On June 17, in compliance with §A.R.S. 48-805.02(A), the Consolidated Tentative Budget will be posted in three public places and a complete copy of the Tentative Budget will be published on the District’s website for the required minimum 20 days for public comment.**
• Staff is proposing the regularly scheduled Board meeting on **July 20, 2022** be designated as the time for the public hearing and adoption of the FY 2022 / 2023 budget. The adopted budget will then be submitted to both Pinal and Maricopa County and the State of Arizona before the July 31 deadline.

Staff recommends approval of the Budget Planning Calendar for FY 2022 / 2023 budget planning.

**Financial Impact**

N/A

**Enclosure(s)**

FY 2022 / 2023 Budget Planning Calendar

**Recommended Motion**

"Motion to adopt the Fiscal Year 2022/2023 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 20, 2022 at 5:30 pm when the Fiscal Year 2022/2023 budget will be adopted."

-- Supersition Fire and Medical District

Go to Item 7

Go to Agenda
| **SFMD 2022 / 2023 BUDGET PLANNING TIMELINE** |
| **BUDGET TIMELINE ACTIVITY** | **DUE DATE** |
| **JANUARY 2022** | Board Meeting: Budget Planning Overview  |
| | • Discuss FY 2022 / 2023 Budget Planning Process  |
| | • Distribute FY 2022 / 2023 Budget Planning Calendar  |
| | **01/19/22** |
| **FEBRUARY 2022** | Board Meeting: Budget Development  |
| | • Review Tax Abstracts & Preliminary Revenue Budget Estimates  |
| | • Discuss Funding Priorities & Planning Tax Rate  |
| | **02/16/22** |
| **MARCH 2022** | Board Meeting: Budget Development  |
| | • Discuss High Level Status of Budget Development  |
| | **03/16/22** |
| **APRIL 2022** | Board Meeting: Budget Development  |
| | • Discuss Preliminary Budget Status  |
| | **05/18/22** |
| **MAY 2022** | Board Meeting: Tentative Budget Adoption  |
| | • TENTATIVE BUDGET ADOPTION FOR FISCAL YEAR 2022 / 2023  |
| | **06/15/22** |
| **JUNE 2022** | Fiscal Year 2022 / 2023 Begins  |
| | **07/01/22** |
| **JULY 2022** | Board Meeting: Final Public Hearing & Budget Adoption  |
| | • FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2022 / 2023  |
| | **07/20/22** |
| | Budget Submittal to Pinal & Maricopa Counties & State of Arizona  |
| | **07/21/22** |
Governing Board Meeting – January 19, 2022
Agenda Item: 7

**Agenda Item Title**
Discussion and possible approval of a monthly calendar for Board approval of the weekly payroll and payables manual checks to facilitate the electronic check signature process.

**Submitted By**
Finance Director Roger Wood
Fire Chief John Whitney

**Background/Discussion**
The District has implemented electronic signing of payroll and payable manual checks. An overview of the process included:

- Accounting sends the Board members an email with the week’s check listing attached.
- In order for Accounting to be able to process the manual checks, two (2) Board members MUST respond to the email with their approval to pay the checks for the week.
- Only after receiving the two Board approvals, Accounting will then process the payments which include copying, stuffing envelopes, and mailing the payments.

Staff is recommending the Board establish a monthly calendar that identifies the two Board members who will volunteer to be responsible each month for reviewing and approving the check listing each week. This should minimize the time it takes for Accounting to receive approval for each week’s check runs.

Staff is also recommending that the Board provide the Finance Director with “emergency” second approval authority in instances when two Board members are not readily available to approve a given week’s check run.

**Financial Impact(s)/Budget Line Item**
N/A

**Enclosure(s)**
DRAFT Approval Calendar

**Recommended Motion**
“Motion to approve the establishment of a monthly calendar to designate which two Board members are responsible for approving the weekly manual payroll and payable check run reports.”
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Agenda Item: 8

Agenda Item Title
Discussion regarding the potential re-opening of District Facilities.

Submitted By
John Whitney, Fire Chief
Anna Butel, Admin Services Director

Background/Discussion
Currently, SFMD has closed board meetings, stations visits, and ride alongs to the public. These closures were made back in 2020 and have remained in place since. The stations are open to family members of the firefighters/transport personnel and students participating in a vehicular rotation as part of an EMT or paramedic course.

As of January 3, SFMD has seen a significant rise in the number of members calling out sick. It is expected that this trend will continue as omicron makes its way through Arizona. Below is a graph showing the increase in cases put out by the Arizona Department of Health Services. This graph indicates the number of cases by day. It is easy to see the spike in outbreaks of COVID. Based on this information, it is recommended that SFMD remain closed for January and evaluate again in February with more trending data.

Financial Impact(s)/Budget Line Item
n/a

Enclosure(s)
n/a

Recommended Motion
No motion
Go To Item 10

Governing Board Meeting – January 19, 2022
Agenda Item: 9

**Agenda Item Title**
Discussion regarding the Request for Proposal (RFP) for the EMS Medical Director

**Submitted By**
John Whitney, Fire Chief
Anna Butel, Admin Services Director

**Background/Discussion**
SFMD’s current medical director has moved out of state, and it has become evident that more connectivity is needed. Based on this, a Request for Proposal was authored and released. The close date for proposals is January 17, 2022.

As a summary, the Medical Director provides/oversees the following;

- Provide medical direction for the SFMD paramedic and EMT continuing education program. The Medical Director may serve as the principal physician instructor for these programs.
- Serve as the consultant to the SFMD EMS staff for ongoing evaluation and management of SFMD emergency services
- Annually review the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To accept responsibility for the medical correctness of any standing order they authorize for use and for properly instructing regarding the correct use of the Protocols
- Provide input in the administrative and legislative process affecting the local, regional, and state pre-hospital EMS system.
- Conduct critical case review with SFMD personnel as determined by the Medical Director.
- Maintain relationships/agreements with receiving facilities for treatment and transport of stroke, STEMI, and trauma patients to receiving facilities
- Provide medical expertise, development, and assistance in designing and obtaining research grants associated with the delivery of emergency medical services.

**Financial Impact(s)/Budget Line Item**
Budgeted item; the range is usually $30,000.00 - $40,000.00

**Enclosure(s)**
RFP

**Recommended Motion**
“Motion to” NO Motion – just information
Superstition Fire & Medical District
REQUEST FOR PROPOSAL - EMS MEDICAL DIRECTOR

RFP Number: 22-02
RFP Name: EMS Medical Director
Contact Person: Anna Butel
Phone: 480-982-4440 x 140
Email Address: anna.butel@sfmd.az.gov
Submittals Accepted Until: January 17, 2022

Please submit responses via email only to anna.butel@sfmd.az.gov
Please put the RFP name and number in the email's subject line.

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

The Superstition Fire & Medical District (SFMD) reserves the right to reject any and all submittals and informalities in the submittal and evaluation process. This RFP does not obligate SFMD to pay any costs incurred by respondents to prepare and submit their proposals. Furthermore, the RFP does not obligate SFMD to accept or contract any expressed or implied services.

The Superstition Fire & Medical District (SFMD) requests proposals for an Emergency Medical Services Medical Director. The Administrative Services Director must receive proposals by 8:00 p.m. Arizona time on January 17, 2022. Submission of proposals may be emailed to anna.butel@sfmd.az.gov.

Request for Proposal.

I. PURPOSE
The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified parties (“Proposers”) to provide Medical Director Services for Superstition Fire & Medical District.

II. OBJECTIVES
The objective of this RFP is to secure the services of a Medical Director for the leadership and guidance of the Emergency Medical Service (“EMS”) system within the Superstition Fire & Medical District. The SFMD currently provides emergency medical & ambulance services within its jurisdictional boundaries, Phoenix Metro Valley automatic aid system, and both in and out of state wildland assignments.

The selected Medical Director will be responsible for overseeing the medical (patient care) operations of the Superstition Fire & Medical District.
The anticipated contract period during which the services are to be performed is March 1, 2022, through February 28, 2023, with the option for two (2) additional two (2) year renewal periods.

The Medical Director shall perform the services under this agreement as an independent contractor, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in the agreement shall be interpreted or construed to constitute the Contractor or any of its agents or employees to be the agent, employee, or representative of the SFMD.

III. SCOPE OF SERVICES

A. Proposer Qualifications:

1. Currently licensed and practicing in the State of Arizona as an M.D. or D.O. for at least two (2) years.

2. The Proposer must have the ability to prescribe medications, including controlled substances, in the State of Arizona.

3. The Proposer shall be active in a broad-based clinical medical specialty with demonstrated experience in pre-hospital care.

4. The Proposer must have a broad knowledge base of pre-hospital care, emergency medicine, and/or emergency surgery. The Proposer shall provide proof of pre-hospital care experience.

5. The Proposer must reside in the state of Arizona and be within 60 miles of the SFMD boundaries for the duration of the contract.

6. Preferred: The Proposer is Board Certified in Emergency Medicine through either the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Physicians for at least two (2) years.

7. Preferred: The Proposer possesses expertise in ACLS, PHTLS, and PALS.

B. Time Commitment:

The selected Medical Director must be available to participate in the following meetings:

1. The Arizona Association of Emergency Medical Services.

2. The Valley Medical Directors within six (6) months of contract signing.

3. Meet in-person or virtually a minimum of four times each year (quarterly). These meetings may involve the Fire Chief, Assistant Chief of Emergency Services, Division Chief of EMS Training, EMS committee, or quarterly EMS continuing education.

5. Be available to meet quarterly or as needed with area Emergency Department Directors and Hospital Administrators concerning pre-hospital care and EMS operations.

C. Duties and Responsibilities

Professional services, duties, and responsibilities of the selected Medical Director will be to:

1. Supervise and accept direct responsibilities for the medical performance of the paramedics and EMTs working for SFMD. The Medical Director will retain the ultimate authority to permit and/or prohibit any paramedic or EMT from using advanced life support or other emergency medical procedures. The area of responsibility will include, but not be limited to, on-duty field personnel, on-duty command personnel, on-call personnel, and volunteer personnel.

2. Provide medical direction for the SFMD paramedic and EMT continuing education program. The Medical Director may serve as the principal physician instructor for these programs.

3. Serve as the consultant to the SFMD EMS staff for ongoing evaluation and management of SFMD emergency services.

4. Annually review the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To accept responsibility for the medical correctness of any standing order they authorize for use and for properly instructing regarding the correct use of the Protocols.

5. Develop EMS Protocols that ensure the transport of patients to facilities that offer a type of level of care appropriate to the patient’s condition (e.g., Trauma Transport Protocol).

6. Assist the EMS Staff or assigned program manager with research, development, and continuous quality improvement for all respective programs and/or pilot projects related to emergency and non-emergency medical care and services.

7. Participate in the cooperative delivery of medical direction with the administrative base station and/or communication center and other receiving facilities to resolve pre-hospital care issues.

8. If applicable, provide administrative medical direction and continuing medical education for pre-hospital SFMD care providers assigned to Apache Junction Police Department’s SWAT team.

9. Represent SFMD at local, regional, and state meetings as requested.

10. Provide input in the administrative and legislative process affecting the local, regional, and state pre-hospital EMS system.

11. Provide administrative medical review and approval of SFMD’s Basic Life Support (BLS) training program in accordance with R9-25-301.
12. Provide medical expertise, development, and assistance in designing and obtaining research grants associated with the delivery of emergency medical services.

13. Provide medical direction for the community public access defibrillation program.

14. Conduct critical case review with SFMD personnel as determined by the Medical Director.

15. Develop and maintain a system to review and evaluate new medications, EMS equipment, and innovative EMS patient care modalities for possible implementation; to potentially improve patient care.

16. Review emergency medical procedures for the possible elimination of medications, equipment, and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.

17. Maintain relationships/agreements with receiving facilities for treatment and transport of stroke, STEMI, and trauma patients to receiving facilities.

18. Authorize an “in-house” representative to conduct staff evaluations to recommend approval of new staff to operate as an EMT or Paramedic.

IV. AWARD NOTICES:
The District will issue an award notice following approval by the SFMD Governing Board. The Administrative Services Director will maintain a tabulation of responses.

V. AWARDS:
The SFMD Governing Board shall make awards per the SFMD policies. The SFMD reserves the right to reject any or all bids or waive irregularities and informalities if it is deemed in the best interest of the SFMD. The resulting agreements are not exclusive, are for the sole convenience of SFMD, and the SFMD reserves the right to obtain like goods or services from other sources. Suppose the resulting agreement is terminated for any reason during the initial term of the contract. In that case, SFMD reserves the right to award to an alternate offeror if deemed in the best interest of the SFMD. A fully executed purchase order or contract mailed or otherwise furnished to the selected offeror will result in a binding agreement without further action by either party.

VI: FORM OF CONTRACT:
It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal.

The District may issue a numbered purchase order, which will serve as an additional Contractual Agreement with the successful offeror. The two (2) documents (the original bid response bearing the signature of the offeror and the District’s signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions outlined in the solicitation, the standard conditions, and special instructions and conditions, including any addenda issued by the solicitation.
If a proposal requires an additional contract to be signed by the District, a copy of the proposed contract must be included with the submission. The District will review proposed offeror contract documents. A bidder’s contract document shall not become part of the purchase contract unless and until an authorized representative of the District signs it. The District’s contract documents shall govern in the event of a conflict with the terms of a bidder’s contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of the contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

VII: WAIVER:
Each offeror, by submission of a proposal, proclaims, agrees, and does waive any and all claims for damages against SFMD, including its officers and employees, when any of the rights reserved by SFMD may be exercised.

VIII. ELIGIBILITY CRITERIA
To be eligible for selection consideration, interested consultants/firms must submit an electronic copy provided by email. The electronic copy should be PDF and labeled EMS Medical Director (RFP 22-02). It is the sole responsibility of the Proposer to ensure that their submittal is received on time. Any proposal submitted past the deadline and/or submitted to other offices locations shall be deemed non-responsive and will be rejected.

Proposal packages must contain the following information:

1. **Cover Page**: Identify the RFP number (RFP 22-02) and titled EMS Medical Director, the Proposers’ name, address, telephone number, and date of proposal.

2. **Transmittal Letter**: Briefly state the Proposer's understanding of the services to be performed, the commitment to perform the services within the time period specified, and a statement explaining why the Proposer believes itself to be the best qualified to perform the services. The Proposer must sign the transmittal letter.

3. **Medical Qualifications**: Various licenses and certifications that pertain to the qualifications listed in this RFP.

4. **Relevant Experience**: Experience gained in an EMS system where the Proposer has been responsible as a Physician or Medical Director for a similar size or larger EMS agency.

5. **Annual Fee for Service**: Proposer will list the annual cost of service as the Medical Director for SFMD, and any fee increases upon the execution of an optional contract renewal. The fee should include compensation for all tasks identified in the proposal, including, but not limited to, travel costs, transportation, fringe benefits, clerical support, salary, general overhead costs, direct expenses, profit, and all other out-of-pocket expenses. SFMD anticipates proposals to range between $30,000.00 and $40,000.00 annually.

6. **Commitment to Clinical Performance**: A written statement from the Proposer outlining plans on system improvement, design, and EMS Protocols specific to the SFMD.
7. **References:** Provide at least three (3) references from associates who attest to the Proposer’s RELEVANT EXPERTISE. References shall include names and contact information. The SFMD reserves the right to contact references pertaining to this solicitation and related proposal.

All inquiries and requests for clarification or interpretation regarding this Request for Proposal shall be made in writing to the attention of the Administrative Services Director emailed to anna.butel@sfmd.az.gov no later than January 17, 2022.

**IX. CONTRACT NEGOTIATION**

SFMD reserves the right to negotiate all elements of the submittals, proposals, terms, conditions, and/or scope of work as part of the contract negotiation process before any formal authorization of the contract.

**Supplemental: About SFMD**

The Superstition Fire and Medical District is a political subdivision of the State of Arizona, legally established in 1955 under ARS § 48-261. The fire district was formed by a majority of property owners and registered voters, who petitioned the Pinal County Board of Supervisors to create a special taxing district for the express purpose of providing fire protection services to the community.

Since that time, the fire district has grown from one fire station to five, a Fleet Services facility, an administrative office, and Training Center. Along with these facilities came the need for additional staffing; with 91 public safety, 24 emergency transport personnel, and 14 civilian staff, the District has grown significantly since its origin.

The fire district is located on the east side of the Phoenix Metro area in Pinal County, Arizona. It encompasses seventy-one (71) square miles serving the City of Apache Junction, the unincorporated areas of Gold Canyon, Superstition Foothills, Goldfield Foothills, and Entrada Del Oro.

A popular winter visitor haven, the population fluctuates from 60,000 full-time residents to over 86,000 residents during the winter months. Additionally, the fire district is home to the Superstition Mountains and numerous horse trail systems. Outside the fire district boundaries are canyons and lakes that offer water recreation and spectacular views.

Fiscal management of district operations is provided by an elected five-member board, in conjunction with the fire chief who directs administrative and operational services. District operations are divided into four sections; Emergency Services, Community and Technical Services, Administrative Services, and Financial Services, each led by a member of the Senior Leadership Team. The District delivers advanced life support (ALS) and fire-related life safety functions utilizing a three-platoon system. Each platoon has an assigned battalion chief that directs daily operations with station captains providing supervision of direct fire and emergency medical services (EMS) related operations.

Thank you for your interest in SFMD!
Governing Board Meeting – January 19, 2022
Agenda Item: 10

**Agenda Item Title**
Discussion regarding the disposition of surplus property located at the RTC

**Submitted By**
John Whitney, Fire Chief
Anna Butel, Administrative Services Director

**Background/Discussion**

From time to time, SFMD has a need to dispose of property that is no longer needed. The Board of Directors (BOD) has the sole responsibility for determining the surplus status of property and designating the manner of disposition of surplus property. The BOD, at their discretion, may delegate the authority of manner of disposition of surplus property.

**POLICY**

It is the policy of SFMD that property which is no longer needed, not cost effective to repair, is deemed obsolete, or is otherwise no longer useful to SFMD shall be itemized and presented to the BOD with a recommendation from the Fire Chief, or the Fire Chief’s designee, to be declared as surplus property.

**Financial Impact(s)/Budget Line Item**
n/a

**Enclosure(s)**
n/a

**Recommended Motion**

*No motion*
Governing Board Meeting – January 19, 2022
Agenda Item: 11

Agenda Item Title
Reports

Background / Discussion
This item is for the fire chief and his staff to share information with the Board of items occurring within, or related to, the fire district. Any item shared is for information only. Upon request of the Board, any item shared during this agenda item may be moved to the agenda for future meetings. Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

- Senior Leadership Team
- Labor

Recommended Motion:
N/A
Governing Board Meeting – January 19, 2022
Agenda Item: 12

Agenda Item Title:
Possible vote to go into Executive Session (10.1) for personnel matters pursuant to A.R.S. § 38-431.03(A)(1) and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and possible instructions from legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s employment contract;

Submitted By:
Legal Counsel William Whittington

Background/Discussion:
Note: Executive Sessions are confidential pursuant to A.R.S. § 38-431.03(C).
Note: Legal action involving a final vote or decision shall not be taken at an executive session.

Financial Impact:
N/A

Enclosure(s):
None

Recommended Motion:
“Motion to go into Executive Session (10.1) at (State Time) for personnel matters pursuant to A.R.S. § 38-431.03(A)(1) and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and possible instructions from legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s employment contract;
Governing Board Meeting – January 19, 2022
Agenda Item: 13

**Agenda Item Title**
Public Session. Discussion and possible action regarding possible revision to Fire Chief’s employment contract.

**Submitted By**
Legal Counsel William Whittington
Anna Butel, Administrative Services

**Background / Discussion**

This motion contemplates the possible adoption of a salary adjustment based on the compensation study authorized at the last board meeting. The salary study will be made available for review at the board meeting.

**Financial Impact(s)/Budget Line Item**
n/a

**Enclosure(s)**
n/a

**Recommended Motion**
*TBD*
Governing Board Meeting – January 19, 2022
Agenda Item: 14

**Agenda Item Title**
New Business / Future Agenda Items

**Financial Impact**
N/A

**Enclosure(s)**
N/A

**Recommended Motion:**
“TBD”
Agenda Item Title
Announcements and Document Signing

Background / Discussion
The BOD and staff may share and discuss items to be placed on future BOD agendas.

Recommended Motion:
N/A
Agenda Item Title
Adjournment

Recommended Motion:
“Motion to adjourn the Board meeting.”
Appendix A

A. Board Meeting Minutes from December 15, 2021

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
December 15, 2021 Board Meeting Minutes
Governing Board Meeting Minutes

December 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, DECEMBER 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 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 Anna Butel

C. Roll Call
   Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Jeff Cross, Director Shawn Kurian and Director Jason Moeller. Director Todd House 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, 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 November 2021 financial reports and bank reconciliations.

   Motion by Director Moeller to approve the November 2021 financial reports and bank reconciliations.
   Seconded by Clerk Cross
   Vote 4 ayes, 0 nays, MOTION PASSED.

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

   December Anniversaries

   9 Years of Service:
   George Nasello, Fire Mechanic II
1 Year of Service:
Steven Schaeken, Firefighter/Paramedic
Bradley Powers, EMT

Recognition of Retirements
Assistant Chief Richard Ochs
Captain / Paramedic Brian Wyatt

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 November 17, 2021
B. Renewel Insurance for 7710 / Benchmark for 2022
C. Transfer of funds for the January 1, 2022 Chase Refinancing Bond debt service interest payment
D. Transfer of funds for the January 1, 2022 Certificate of Participation (COP) Bond debt service interest payment
E. Change of Natural Gas Vendors
F. Prudential Overall Supply Agreement
G. Renaissance Limited Contract 2022
H. Apache Junction Founders Centennial Celebration Medical Staffing Agreement 2022
I. Executive Session Minutes from 3/17/2021
J. AZ Department of Forestry and Fire Management Lease Agreement with SFMD

Motion by Clerk Cross to approve all consent agenda items for December 15, 2021.

Seconded by Director Kurian
Vote 4 ayes, 0 nays, MOTION PASSED

5. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members

The Superstition Fire & Medical District (SFMD) per ARS §38-503, in conjunction with the Governing Board By-Laws, Article II, Item #12 which states:
Disclosure: Within a reasonable time following election or appointment, each Board Member shall disclose any conflicts of interest or potential conflicts of interest that each Board Member has or may have regarding the district. The Board shall update its Disclosure each December.

The SFMD Disclosure Form will be kept for public inspection in a special file per ARS §38-509 which states:

Every political subdivision and public agency subject to this article shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to this article.

The Board may use this time to disclose any conflict of interest or potential conflict of interest to the public body. Completed forms will be submitted to the board secretary to file.

Director Moeller stated that his wife works for the Apache Junction Unified School District and if any conflicts of interest came up, he would recuse himself.

No Motion

6. Discussion and possible approval of the 2022 disclosure statement of meeting notice posting locations and dates for Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings.

Motion by Director Moeller to approve filing the 2022 disclosure statement with board meeting dates and times with the Pinal & Maricopa County Board of Supervisors and for posting meeting notices and agendas at the locations specified in the statement and on the District’s website

Seconded by Director Kurian
Vote 4 ayes, 0 nays, MOTION PASSED

7. Discussion and possible approval of opening up future Board of Directors Meetings to the public.

The Board discussed opening up future board meetings to the public. Chief Whitney talked about having a plan and timeline in place to not only open up the board meetings, but the community room at station 264, fire stations open back to the public (such as ride-a-longs). This item will be put back on the agenda for the January 19, 2022 Board Meeting.

No Motion

8. Discussion and possible action regarding the Superstition Vistas Land Agreement.

Fire Chief John Whitney requested that Board Agenda Item #8 be pulled from the Board Meeting until a future meeting date.

No Motion
9. Senior Leadership Team Reports

Fire Chief Report

- RTC
- Hospital Status / COVID
- CARES / ARPA
- Superstition Vistas Groundbreaking
- New Hire Update
- Paramedic Graduation
- Recruit Graduation
- All Staff Meetings
- Kudos
  - Matt Leon – USFF Charities – Pancake Breakfast
  - Ladder 264-B
- Holiday Pot Luck

Fire Prevention and Community

- Christmas Events
  - AJ City Light Parade
  - Superstition Mountain HOA adopts Head Start Program for families. Held at Station 265.
  - Santa Delivery at the Boys & Girls Club
  - El Dorado Mobile Home Park Christmas Light Judging
  - Montesa (Gold Canyon) Light Cart Parade
  - Ranch Mirage Christmas Light Judging
- Donations
  - American Legion recognizes 1st Responders
  - Superstition Lockout TP (4th Avenue / Tomahawk)
- Fleet & Facilities
  - Annual Ladder Testing
  - Annual Hose Testing

Growth & Development

- Auto Zones
  - 4th Avenue & Meridian
  - Winchester & Old West Highway
- Eco Vista Development
  - Rennick Drive & Virginia Street
Operations

- November 2021 Call Volume – 999
- YTD Call Volume through November – 10,088
- YTD Training Hours for 2021 – 19,456

Transportation Services

- Hospital Bed Delays
- Applied for CON Renewal
- Ambulance Backup Agreements sent to the Town of Gilbert and the Town of Queen Creek
- October 2021 Call Volume – 507

Administrative Services

- Assistance to Firefighters Grant (AFG)
  - FEMA share $304,181.82 / SFMD share $30,418.18
- Intern Academy is scheduled for January 8th and 9th, 2022 at Mesa Public Safety Training Facility
- Recruit Academy MFMD February 21, 2022
- Captain Promotional Process – There is a lot of interest! (January 12th through April 7th, 2022)

10. Motion by Director Moeller to vote to go into Executive Session at 6:06 p.m. (10.1) for legal advice pursuant to A.R.S. § 38-431.03(A)(1) and A.R.S. § 38-431.03(A)(3) and possible instructions from legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s annual evaluation AND;

   Possible vote to go into Executive Session (10.2) 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;

   Possible vote to go into Executive Session (10.3) 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 Martinez personnel matter;

Seconded by Clerk Cross
Vote 4 ayes, 0 nays, MOTION PASSED

11. Public Session at 7:58 p.m. Discussion and possible action re: Fire Chief John Whitney’s annual evaluation.

The evaluation was completed for Chief Whitney and it went well. Chairman Chamberlain said Chief Whitney has done an excellent job for the District. The Board Members thanked Chief Whitney for the job he has done so far.

No Motion
12. Discussion and possible action re: the pending White personnel matter; possible directions to the Fire Chief, staff and legal counsel relating to the same.

No action on this item.

13. Discussion and possible action re: the pending Martinez personnel matter; possible directions to the Fire Chief, staff and legal counsel relating to the same.

No action on this item.

14. New Business / Future Agenda Items

Clerk Cross would like to add a Fire Chief’s market analysis for salary on the January 19, 2022 Board of Director’s meeting.

15. Announcements / Document Signing
Chief Whitney reminded everyone about Chief Rick Ochs retirement party on Tuesday, December 21, 2021 at 3:00 p.m.

16. Adjourn

Motion by Director Moeller to adjourn the board meeting at 8:11 p.m.
Seconded by Director Kurian
Vote 4 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

_________________________________________
Board Clerk Jeff Cross

Sherry Mueller
Appendix B

B. Executive Session (#1) Minutes from December 15, 2021

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
Executive Session Minutes are not for official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
N/A
Appendix C

C. Executive Session (#2) Minutes from December 15, 2021

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
Executive Session Minutes are not for official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
N/A
Appendix D

D. Executive Session (#3) Minutes from December 15, 2021

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
Executive Session Minutes are not for official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
N/A
Appendix E

E. Paratech Struts – Curtis Tools for Heros

Submitted By
Deputy Chief Jeff Cranmer

Background / Discussion
The Rescuestrut Basic 16 Shore Trench Kit12 is needed to replace our old antiquated TRT speed shore that needs repairing. The Shore Trench Kit is an adjustable pneumatic system used for trench shoring, building collapse stabilization, vehicle stabilization, and other specialized shoring and stabilization needs. This updated specialized tool is necessary to rescue victims in technically hazardous situations safely.

Financial Impact/Budget Line Item
The Rescuestrut Basic 16 Shore Trench Kit12 is budgeted for in the 200-70-73700-41 fund

Enclosure(s)
Estimate
Superstition Fire & Medical District  
Purchase Order  
565 North Idaho Rd. Apache Junction, AZ 85119-4014  
Phone: (480) 982-4440 Fax: (480) 982-0183  
December 21, 2021

TO: L.N. Curtis & Sons  
Dept 34921  
P.O. Box 39000  
San Francisco, CA 94139

Vendor ID: LNCS  
Purchase Order #: 021144  
Requisition #: 20,254  
Buyer: TRT  
Created by: JDB  
Created Date: 12/21/2021  
Updated by: JDB  
Updated Date: 12/21/2021

Ship To: Support Services  
1455 E 18th Av  
Apache Junction, AZ 85219

Order Description: Paratech / Rescuer strut

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<th>AJFD Product #</th>
<th>Description</th>
<th>GL Acct #</th>
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<td>200707370041</td>
<td>1.00</td>
<td>$29,959.6500</td>
<td>$29,959.65</td>
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Important Conditions:
1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship; advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL $29,959.65

[Signatures]

Purchasing Manager: [Signature]  
Fire Chief: [Signature]
PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # ___________________  PO # 21144

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<td>Budget Mgr.*, Fleet &amp; Facilities Specialist, HR Generalist</td>
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<td>Goods $2,500 - $24,999.99</td>
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</tr>
<tr>
<td>Goods &amp; Service: $25,000 or MORE</td>
<td>3 Written Bids</td>
<td>PO Originator/Budget Mgr.*, Fin Director AND Fire Chief AND Governing Board</td>
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</table>

* Budget Mgr. Includes Asst Chief, Deputy Chief, Battalion Chief, Administrative Services Director, Fleet Manager, Capt - Training Officer, Community Risk Reduction Specialist

Vendor Name: LN Curtis  Vendor Phone #: 602-453-3911
Vendor Address: 16047 S 3860 St  Phoenix, AZ
Quote Description: Paratech / Resensruct Basic 16 Shore Trench Kit

See Attached Written Quote $ 89,959.65

Vendor Name:  Vendor Phone #:
Vendor Address:
Quote Description:

See Attached Written Quote $

Vendor Name:  Vendor Phone #:
Vendor Address:
Quote Description:

See Attached Written Quote $

Vendor Name:  Vendor Phone #:
Vendor Address:
Quote Description:

See Attached Written Quote $

COMPETITIVE QUOTES / BIDS CAN BE WAIVED FOR THE FOLLOWING REASONS:

☐ STATE CONTRACT / INTERGOVERNMENTAL
☒ SINGLE / SOLE SOURCE PROCUREMENT
☐ EMERGENCY ACTION
☐ COMPETITION SOLICITED WITH NO OFFERS
☐ STANDARDIZATION / COMPATIBILITY REQUIREMENTS for EQUIPMENT

(State Contract Number or Government Agency Must be on PO)
(Supporting Documentation Must be with PO)
(Explanation Sent to Gov. Board Must be with PO)

APPROVAL:

DATE
BUDGET MANAGER / PO ORIGINATOR SIGNATURE

DATE
FINANCE DIRECTOR SIGNATURE

DATE
FIRE CHIEF SIGNATURE
Quotation

CUSTOMER: Supersition Fire & Medical District
565 North Idaho Road
Apache Junction AZ 85119

SHIP TO: Supersition Fire & Medical District
1455 East 18Th Avenue
Apache Junction AZ 85119

QUOTATION NO. 210188
ISSUED DATE 12/17/2021
EXPIRATION DATE 01/16/2022

SALESPERSON
Gary Norton
gnorton@lncurtis.com
480-296-5202

CUSTOMER SERVICE REP
Gary Norton
gnorton@lncurtis.com
480-296-5202

REQUISITION NO. Brian Logsdon
REQUESTING PARTY Brian Logsdon
CUSTOMER NO. C34088
TERMS Net 30
OFFER CLASS FR

F.O.B. DEST
SHIP VIA Standard Shipping
DELIVERY REQ. BY

NOTES & DISCLAIMERS
Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.
Transportation is included in below pricing.
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<th>LN</th>
<th>QTY</th>
<th>UNIT</th>
<th>PART NUMBER</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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</thead>
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Small Business  
CAGE Code: 5E720  
DUNS Number: 009224163  
SIC Code: 5099  
Federal Tax ID: 94-1214350

This pricing remains firm until 01/16/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.
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<td><strong>Total</strong></td>
<td><strong>$29,959.65</strong></td>
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*View Terms of Sale and Return Policy*
Appendix F

F. Contract Renewal with PhoenixNAP Data Center and Colocation

Submitted By
Lauren Daniel, Information Systems Coordinator

Background/Discussion
SFMD utilizes PhoenixNAP for offsite server hosting and storage. They provide a secure facility with ideal server storage conditions and multiple redundancies for maximum server uptime.

This contract renews existing hosting services at our current rate for a 2-year term starting on March 1, 2022 and ending February 28, 2024.

Financial Impact/Budget Line Item

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<td>System Server Hosting (150 Fund)</td>
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<td>Monthly Lease Price</td>
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Enclosure(s)
Contract (for board signature)
## Phoenix NAP Order Form

**Phoenix NAP, LLC**  
3402 E UNIVERSITY DR.  
PHOENIX, AZ 85034  
Phone:  1.877.749.2656  
Fax:  1.480.449.8801

**Company Name:** Superstition Fire & Medical District

### Client Billing Information:

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<td><strong>Address:</strong></td>
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<tr>
<td><strong>City, State, ZIP:</strong></td>
<td>Apache Junction, Arizona, 85119</td>
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<tr>
<td><strong>Country:</strong></td>
<td>United States</td>
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### Technical Contact 1 Information:

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<td><strong>Phone:</strong></td>
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### Technical Contact 2 Information:

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<td><strong>Phone:</strong></td>
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### Agreement Type:

- MSA

### Version Referenced:

- v.3; 04122016

### Agreement URL:

- [https://phoenixnap.com/cs/legal/](https://phoenixnap.com/cs/legal/)

### SLA Type:

- 9283

### Account Number:

- 9283

### Hardware Service Type:

- 9283

---

**The Initial Term of this Service Order and the billing for services ordered starts on the Service Commencement Date indicated on Page 3 after provisioned.**

The services ordered are provided pursuant to the **Master Service Agreement (MSA)** between PhoenixNAP and the Client. Terms not defined herein shall have the meanings set forth in that document. There are significant Terms and Conditions, Warranty Disclaimers, and Liability Limitations contained in the referenced document. All relevant and referenced documents are located at [https://phoenixnap.com/cs/legal/](https://phoenixnap.com/cs/legal/).

**DO NOT SIGN THIS SERVICE ORDER BEFORE YOU HAVE READ ALL OF THE PROVISIONS OF THE REFERENCED DOCUMENT(s).** Your signature on Page 2 indicates that you have read the document and its Addendums or Attachments (as applicable) and agree to be bound by the provisions contained within.

Neither party will be bound by this Service Order until it has been signed by an Authorized Representative of such party.

Acceptance by PhoenixNAP, LLC is subject to payment in full to PhoenixNAP, LLC of any Non-Recurring Charges (NRC) and one month's Monthly Recurring Charges (MRC) as set forth in the Service Order and due upon execution of the agreement.

All MRC for Colocation (COLO) Services are subject to a 0% annual increase, applied on each one-year anniversary of the Service Order Commencement Date identified below.

*Move, Add, Change, Disconnect (MACD) orders: The term and billing of the services ordered starts on the Commencement Date (indicated on page 2 AFTER order provisioned) and continues for the term specified. Pre-payment may be required prior to provisioning.*

---

**PhoenixNAP /Provisioning / Commencement Date**

You will receive an email notifying you of the Service Ready Date. The Commencement Date no more than ten (10) calendar days from the Service Ready Date or date Client moves into the facility space and commences using services, whichever date occurs first.
<table>
<thead>
<tr>
<th>PNAP Authorized Signature</th>
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<th>Title</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Client Authorized Signature</td>
<td>Printed</td>
<td>Title</td>
<td>Date</td>
</tr>
<tr>
<td>565 North Idaho Road</td>
<td>Apache Junction</td>
<td>Arizona</td>
<td>85119</td>
</tr>
<tr>
<td>Client Physical Address</td>
<td>City</td>
<td>State</td>
<td>ZIP</td>
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Phoenix NAP Order Form

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<tr>
<th>Company Name:</th>
<th>Superstition Fire &amp; Medical District</th>
<th>Order Tracking No.</th>
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<td>$10/mbps</td>
<td>Power Configuration (if applicable):</td>
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<tr>
<td>Datacenter Location (if applicable):</td>
<td>Phoenix 3402 East University Dr., Phoenix, AZ 85034</td>
<td>Contract Type (applicable to HaaS products only):</td>
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| Order Issue Date: | 11/11/2021 | Order Form Expires if Not Signed By: | 11/26/2021 |
| Order Type: | Renew | (Client Requested) Service Ready Date: | 3/1/2022 |

| Pre-Payment Prior to Service Delivery: | |

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<th>Product Name and Description</th>
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<th>Monthly Lease Price Per Each</th>
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<th>One Time Charge Per Each</th>
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<td>Locking, 1PDU, 1x 120V 20A, Primary Only (2.4kVA), 20mbps Blended Bandwidth, 1 Cat5E X Connect, /29 (5 usable) COLO-BUN-R01P1111</td>
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<tr>
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Subtotals: $396.50 $0.00
Totals (All Discounts Included): $396.50 $0.00

Contract Term (Months): 24
Contract Co-termination Date: 

NOTES

©2018, All Rights Reserved. PhoenixNAP
Phoenix NAP makes every effort to comply with Technical and Order Detail requests listed in the notes below. Phoenix NAP expressly denies any liability for errors or omissions that may occur.

You can distinguish Colocation (COLO) Services and Hardware as a Service (HaaS) products by referring to the Product Family column in the product listing above. Any annual increase in Monthly Recurring Charges (MRC) defined on Page 1 of this contract is applicable to COLO Services only.

Renewal of existing services only, no physical changes
Renewal effective on 03/01/22, annual increases waived for renewing early

Services renewed:
1/4 Cab Bundle
Total bandwidth: 50mbps
- 20mbps included free with 1/4 cab bundle
- 30mbps at $3.25/mbps
Overages at $10/mbps
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<tr>
<td><a href="mailto:Provisioning@phoenixnap.com">Provisioning@phoenixnap.com</a></td>
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<tr>
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<tr>
<td><strong>Electronic Record and Signature Disclosure:</strong></td>
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</tr>
<tr>
<td>Not Offered via DocuSign</td>
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</tr>
</tbody>
</table>

Michelle Ramey
micheller@phoenixnap.com
Security Level: Email, Account Authentication (None)
**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign

<table>
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<tr>
<th>Witness Events</th>
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Electronic Record and Signature Disclosure
ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Phoenix NAP, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the ‘I agree’ button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign ‘Withdraw Consent’ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures.
electronically from us.

**How to contact Phoenix NAP, LLC:**
You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dejant@phoenixnap.com

**To advise Phoenix NAP, LLC of your new e-mail address**
To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dejant@phoenixnap.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Phoenix NAP, LLC**
To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to dejant@phoenixnap.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Phoenix NAP, LLC**
To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to dejant@phoenixnap.com and in the body of such request you must state your e-mail address, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

**Required hardware and software**

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<td>PDF Reader:</td>
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**These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.**

**Acknowledging your access and consent to receive materials electronically**
To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify Phoenix NAP, LLC as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Phoenix NAP, LLC during the course of my relationship with you.
Appendix G

G. Special Board Meeting Minutes from January 5, 2022

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
January 5, 2022 Special Board Meeting Minutes
Governing Board Meeting Minutes

January 5, 2022

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, JANUARY 5, 2022. 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 1:00 PM.

A. Call to Order
Chairman Chamberlain called the meeting to order at 1:04 PM.

B. Pledge of Allegiance
The Pledge of Allegiance led by Assistant Chief Brian Read

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, Administrative Services Director Anna Butel and Fire Captain John Walka. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Legal Counsel William Whittington (via conference phone).

1. 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

2. 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. Possible instructions to the Fire Chief and staff relating to the same.

Motion by Director Moeller to go in to Executive Session at 1:06 p.m. 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; Possible instructions to the Fire Chief and staff relating to the same.

Seconded by Director Cross
Vote 5 ayes, 0 nays, MOTION PASSED
3. Back in Public Session at 2:06 p.m. Discussion and possible action re: the pending White personnel matter; possible directions to the Fire Chief, staff and legal counsel relating to the same

The Board was back in Public Session at 2:06 p.m.
No action on this item.
No Motion

4. Adjourn

Motion by Director Cross to adjourn the Board Meeting at 2:07 p.m.
Seconded by Director Moeller
Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

___________________________
Board Clerk Jeff Cross

Sherry Mueller
Appendix H

H. Executive Session Minutes from January 5, 2022

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
Executive Session Minutes are not for official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
N/A
Appendix I

I. Special Board Meeting Minutes from January 10, 2022

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
January 10, 2022 Special Board Meeting Minutes
Governing Board Meeting Minutes
January 10, 2022

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 MONDAY, JANUARY 10, 2022. 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 9:00 AM.

B. Pledge of Allegiance
The Pledge of Allegiance led by Board Secretary Sherry Mueller

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

Senior Leadership Team in attendance was Fire Chief John Whitney. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Legal Counsel William Whittington (via conference phone).

1. 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

2. Discussion and possible action re: possible approval of proposed settlement agreement in the White personnel matter; possible directions to the Fire Chief, staff and legal counsel relating to the same.

Chief Whitney provided an agreement to the Board Members relating to the White personnel matter. Chief will be asking for permission to approve and execute said agreement. Chief Whitney pointed out some typographical errors on the agreement.

Motion by Director House to approve the proposed settlement agreement involving the District in regard to the Brian White personnel matter, and authorizing the Fire Chief to execute the same.

Seconded by Director Cross
Vote 5 ayes, 0 nays, MOTION PASSED
3. Adjourn

Motion by Director Moeller to adjourn the Board Meeting at 9:06 A.M.

Seconded by Clerk Cross

Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

____________________________________

Board Clerk Jeff Cross
Sherry Mueller