



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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Governing Board Meeting Minutes

January 19, 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 19, 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 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 Deputy Chief Cranmer

C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, 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. Legal Counsel William Whittington attended via conference phone.

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

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

Seconded by Director Kurian

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

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

Chief Whitney introduced some new employees to the Board: Assistant Chief Brian Read, Miki Klemesrud (Account Clerk AP/AR), and Kenneth Brown (Fire Mechanic I), and Alena Sampson (Human Resources Manager).



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January Anniversaries

33 Years of Service:

John Christensen, Engineer

21 Years of Service:

Rob Bessee, Captain / Paramedic

19 Years of Service:

Chuck Hanson, Engineer / Paramedic

5 Years of Service:

Brian Dover, Firefighter / Paramedic

1 Year of Service:

Andrew Silva, Paramedic

Brady Harmon, Firefighter

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 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 Hero's
- 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

Motion by Director House to approve all consent agenda items for January 19, 2022.

Seconded by Director Kurian

Vote 5 ayes, 0 nays, MOTION PASSED



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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.**

The District's annual audit was completed as required by A.R.S. §48-253. Mr. May attended the Board meeting telephonically to present information regarding the audit and answered questions from the Board.

Steven May explained the basics of the annual audit. He stated there were no findings issued in 2021 and there were no recommendations issued in 2021.

Motion by Director House 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."

Seconded by Director Kurian

Vote 5 ayes, 0 nays, MOTION PASSED

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**

Motion by Director Kurian 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."

Seconded by Director House

Vote 5 ayes, 0 nays, MOTION PASSED

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.**

There was a discussion between the Board Members and it was decided that a group text and an email to each Board Member regarding the approval of the payroll and payables manual checks will be sent.

No Motion



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

Currently, SFMD has closed board meetings, stations visits, and ride-along's 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.

No Motion

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

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 was January 17, 2022 but has been extended until February 3, 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.

No Motion



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

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.

No Motion

11. Senior Leadership Team Reports

Fire Chief Report

- Pinal County Open House
- Captains Pre-Promotional Process – *Introspection, Assumptions, Bias and Vulnerability*
- Budget Management
- Alignment
- Reporting - meeting & tracking
- COVID
- CARES/ARPA
- RTC
- Numerous prevention related community conversations
- Software "Reboot"
- Plaque presentation to Chief Kelly – AJPD
- Strategic Planning
- Recruit Firefighter Graduation
- Meridian MHP Recognition & Donation
- Lost Dutchman Days – Honorary Dutchman Committee – SFMD 2022 Heritage Award Winner

Operations

- Brian Read
- Assistant Chief Emergency Services
 - Operations, EMS, Training
- 28 Years in the fire service
- Beautiful wife (Julie)



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- 4 Awesome kids (Questionable at times) (Seth, Amaya, Huck, and Jack)
- Monthly and Year-to-Date Call Volume
- Monthly Incident Types and Year-to-Date Incident Types

Training

- Intern Academy – 24 Candidates evaluated
- Recruit Academy (MFMD) - February 21st
- 6 Recruits
- 1 RTO (Recruit Training Officer)
- Training Hours – Monthly and Year-to-Date

Support Services & Prevention

- Centennial Event: January 8th at Prospector Park celebrating 100 year since 1st settlement in AJ.
- Meridian Mobile Home Park: January 12th over \$500 donation.
- Lost Dutchman RV Resort: January 17th Meet & Greet (E261)
- Fire Safety Presentation: January 19th AJ Food Bank (Tina)
- Drowning Prevention Coalition of Arizona – District Membership

Transportation Services

- Health Current Implementation
- Renewal of Certificate of Necessity (CON) 137
- Monthly Call Volume
- CON Compliance through January 2022

Financial Services

- Worker's Comp Audit for 2021
- FY 2021 / 2022 Budget Manager reporting enhancements
- FY2022 / 2023 Budget planning
- Compliance reporting

12. Motion by Director House to vote to go into Executive Session at 6:44 p.m. for legal advice 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;

Seconded by Director Kurian

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



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13. Public Session at 7:36 p.m. Discussion and possible action regarding possible revision to Fire Chief's employment contract.

The Board of Directors stated they are very happy with the job Chief Whitney has been doing. In appreciation of a job well done, the Board would like to increase Chief's pay outside of the range stated in the employment contract.

Motion by Director Kurian to approve an amendment to Fire Chief Whitney's employment contract to reflect the modification as to the Chief's compensation schedule to reflect the results of the compensation study done by staff as follows: \$171,000 annual salary effective 1/1/2022.

Seconded by Director Moeller and Director House
Vote 5 ayes, 0 nays, MOTION PASSED

14. New Business / Future Agenda Items

15. Announcements / Document Signing

16. Adjourn

Motion by Director House to adjourn the board meeting at 7:42 p.m.

Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:



Board Clerk Jeff Cross
Sherry Mueller