Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Governing Board Meeting Minutes

May 18, 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, MAY 18, 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 AND BEGAN AT 5:31 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 Shorty Johnston

C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Finance Director Roger Wood, Chief Dave Pohlmann and Captain John Walka. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Attorney William Whittington.

1. **Review and approval of the April 2022 financial reports and bank reconciliations.**

   Motion by Director House to approve the April 2022 financial reports and bank reconciliations.

   Seconded by Director Moeller
   Vote 4 ayes, 0 nays, **MOTION PASSED.**

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

May Anniversaries

20 Years of Service
Firefighter **Paul Garcia**
Firefighter / Paramedic **Stephan Wagner**

6 Years of Service
Firefighter / Paramedic **Kevin Montgomery**

1 Year of Service
Fire Chief **John Whitney**
Firefighter **Michael Gallagher**

Annual Award Winners for 2022
Jeremy Rocha, Captain – Officer of the Year
Colt Weddell, Engineer – Firefighter of the Year
Kelsey Christensen, EMT – Transportation Services Employee of the Year
George Nasello, Mechanic II – Civilian Employee of the Year
Sarah Koupal, EMT – Chief's Award for Outstanding Service
Ryan Tonelli, Paramedic - Chief's Award for Outstanding Service

Recognition of Retirements
Shorty Johnston, Engineer
1998 – 2022
24 Years of Service

Barb Duffel, Fleet and Facilities Support Specialist
2006 – 2022
16 Years of Service

3. **Call to the Public.**
None

4. Consideration and possible approval of all consent agenda items listed below:

A. Board Meeting Minutes from April 20, 2022
B. United Healthcare Medical Insurance renewal confirmation for FY22/23
C. Intergovernmental Agreement for Repair and Maintenance of Fire Apparatus and Equipment for the Town of Superior
D. Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2022 / 2023 from the Pinal County Treasurer's Office – Resolution #2022-05-18-14
E. Ginco Plumbing Services contract extension for two (2) years: May 18, 2022 – May 18, 2024

Motion by Director Moeller to approve all consent agenda items for May 18, 2022.

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

5. Discussion and possible approval of Resolution 2022-05-18-09: Call for Election

Motion by Director House to approve Resolution 2022-05-18-09: Call for Election, and to herby call for an election to be held on November 8, 2022 for the purpose of electing two individuals to serve as Board Directors for a four-year term.

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

6. Discussion and possible approval of Resolution 2022-05-18-10: Election Workers

Motion by Director Moeller to approve Resolution 2022-05-18-10: Election Workers, designating that the Fire District's election workers shall coincide with, and be, the election workers utilized by Pinal County.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

7. Discussion and possible approval of Resolution 2022-05-18-11: Precincts and Polling Places

Motion by Clerk Cross to approve Resolution 2022-05-18-11: Precincts and Polling Places that the Superstition Fire & Medical District's Precincts and Polling Places, which are within the boundaries of the Fire District, shall coincide with those of Pinal County.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

8. **Presentation, discussion and possible direction of Fiscal Year 2022/2023 Budget Development.**

A high-level presentation of the major new and on-going initiatives were provided in support of the District's FY 2022/2023 suppression and ground transportation operations, capital replacement plans, and bond debt payment plans.

No Motion

9. **Discussion and possible adoption of Resolution 2022-05-18-13 authorizing the establishment of a line of credit ("LOC") with Wells Fargo for Fiscal Year 2022 / 2023.**

A.R.S. §11-604.01 states that a fire district may establish a LOC with the county's contract servicing bank with the assistance of the county treasurer. The establishment of a LOC is the predominant method of short term financing used by fire districts to finance operations during the absence of secondary property tax receipts.

The LOC is serviced by Wells Fargo bank who requires Board approval of the establishment and requested limit of the LOC for each fiscal year. The recommendation is to maintain an LOC of **$1.5 million** to ensure cash-on-hand to cover payroll and essential non-payroll expenses in the time before the District receives it first half of tax revenue on or about November 1, 2022. There is no cost to establishing an LOC if it is not used.

Motion by Director Moeller to approve Resolution 2022-05-18-13, authorizing the establishment of a Line of Credit with Wells Fargo, for $1.5 million for Fiscal Year 2022/2023.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

10. **Discussion and possible approval of Resolution #2022-05-18-12 to complete the application for a seven (7) year capital lease for the new Pierce Velocity Pumper.**

At the April 20, 2022, Board meeting, the Board approved the purchase of a new Pierce Velocity Pumper through Hughes Fire Equipment, Inc., with the purchase being accomplished through a seven (7) year capital lease. The leasing company is PNC Equipment Finance, who is requiring the Board to sign the attached Resolution to complete the lease agreement.

Motion by Director House to approve Resolution #2022-05-18-12 to complete the application for a seven (7) year capital lease for the new Pierce Velocity Pumper.

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

11. Discussion and possible approval regarding the disposition of Surplus Apparatus.

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.

Motion by Director Moeller to approve the disposition of all listed surplus apparatus.

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

12. Discussion and possible approval of Policy: 1054 – Fit for Duty; and the removal of policies 101 Chief Executive Officer, 310 Grocery Shopping on-Duty, and 909 Personal Alarm Devices.

Motion by Clerk Cross to approve policies 1054 – Fit for Duty; and the removal of policies 101 Chief Executive Officer, 310 Grocery Shopping on-Duty, and 909 Personal Alarm Devices.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

13. 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

Motion by Director House to go into Executive Session at 7:19 p.m. 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.

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

14. Public Session. Back in public session at 7:51 p.m. Discussion and possible action regarding possible revision to Fire Chief's employment contract.

Motion by Clerk Cross to modify the Fire Chief's contract to add a 2% COLA starting July 1, 2022, which aligns with the 2% COLA given to all SFMD employees for Fiscal Year 22/23; and advise counsel to prepare a modified contract to reflect the addition of the 2% increase and to also allow the Board Chair to review and approve the modified contract.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

15. Senior Leadership Team Reports

Fire Chief Report

- All Staff Communications Meeting
- April Pool's Day
- AJPD Commander Interview Panel
- Strategic Plan Finalization
  - MVV Project Committee
- Land & Construction Research
- Budget
- Policies
- Grill Research
- Next-door App

Emergency Services

Operations

- Positively AJ Meeting
- Apparatus Committee Meeting
- EMS Committee Meeting
- Special Events planning Meeting
- 4th of July planning Meeting
- East Valley Assistant Chiefs
- Monthly Incident Call Volume
- 5-Year Call Volume Projection

Training

- Recruit Academy – 12 weeks in
- Hazardous Materials Engine Company Training with Mesa Fire
- Attended Gilbert Fire and Scottsdale Fire Save Your Own Training

- Researched Thermal Imaging Cameras
- Planning Meeting with AJPD for Rescue Task Force Training
- Monthly and Year-to-Date Training hours

EMS

- Completed in-service on SAM IO, Ramp Triage, and iGel and placed all in service
- Completed two-year training plan
- Completed budget proposals for FY22/23
- Began deployment of pharmaceuticals to enhance patient care
- Continue to work on Image Trend CQI and run forms
- Continue to work on Vector Solutions Records Management System update
- Planning with EMS committee for implementation of new paramedic integration procedures and tracking

Transportation Services

- Implemented ROCC EMS-Hospital collaborative patient ambulance off-load plan
  - Continued meetings with hospital leadership
- Training new hire Paramedic Amanda Valles
- Kelsey Christensen received the "Stewards of the Community" award from Mountain Vista Medical Center
- Monthly Transport Volume
- CON Compliance Statistics

Support Services

- April Pool's Day at Superstition Aquatic Center on April 30th
  - Extra food donated to the Genesis Project
- Superstition Food Bank – Postal Food Drive on May 14th
- Apache Junction Water Day at Prospector Park on May 5th
- Construction Career Day at AJHS on May 10th
- Tina Gerola, Community Risk Reduction Specialist, completed her Fire Investigation IV class in Tucson on May 6th
- Popeye's Ribbon Cutting Ceremony on May 17th

Administrative Services

- New Hire on-board: Paramedic Amanda Valles
- UKG Software Transition
- Mechanic I Recruitment
- Firefighter Recruitment & Testing
- Promotional Process Calendar
- DEMA Re-Submission

- IT Infrastructure Repair & Upgrades (MFA)
- Open Enrollment Prep

Financial Services

- Preparing Tentative Budget files
- Preparing for fiscal year-end
  - Database management/consolidation
  - Account reconciliations
  - Accounts Payable / Accounts Receivable cut-off procedures
  - Medical supplies inventory reporting for audit

16. New Business / Future Agenda Items
None

17. Announcements / Document Signing
Board Chairman Kathleen Chamberlain thanked Engineer Colt Weddell and Firefighter Brady Harmon for playing the Pipes & Drums at the recent Mounted Rangers Memorial Service for Deceased Mounted Rangers.

Board Chairman Kathleen Chamberlain also thanked Crew Members from Station 261 for the medical care they provided for her husband at the Mounted Rangers Memorial Service due to heat.

18. Adjourn

Motion by Director Moeller to adjourn the board meeting at 8:08 p.m.

Seconded by Director House
Vote 4 ayes, 0 nays, **MOTION PASSED**

Governing Board Approval:

Board Clerk Jeff Cross
Sherry Mueller