

VERSION 1.0

June 15, 2022



# **BOARD OF DIRECTORS MEETING**

June 15, 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



# *Superstition Fire & Medical District*

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

Website | [sfmd.az.gov](http://sfmd.az.gov)

## **BOARD OF DIRECTORS MEETING AGENDA FOR JUNE 15, 2022**

Call in Phone Number: 480-646-1864

Access Pin: 1234

The Board will hold a meeting on Wednesday, June 15, 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 public and will 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 May 2022 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 May 18, 2022
- B. Executive Session Minutes from May 18, 2022
- C. Transfer Funds for 6/30/2022 Chase Bond Debt Service Principal and Interest Payments
- D. Transfer Funds for 6/30/2022 Certificates of Participation (COP) US Bank Debt Interest Payment

- 5. Discussion, consideration, and possible action regarding the development of the Tentative Fiscal Year 2022/2023 Revenue and Expenditure Budget and adoption of Resolution 2022-06-15-15.**

- 6. Discussion and possible Tentative Adoption of the 2018 International Fire Code with Amendments.**

*Administration Office  
565 North Idaho Road  
Apache Junction, AZ 85119*

*Regional Training Center  
3700 East 16<sup>th</sup> Avenue  
Apache Junction, AZ 85119*

*Fleet Services  
1455 East 18<sup>th</sup> Avenue  
Apache Junction, AZ 85119*

**7. Reports.**

**Senior Leadership Team (SLT):**

**Fire Chief John Whitney**

**Assistant Chief Brian Read**

**Transportation Services Director Billy Warren**

**Assistant Chief Richard Mooney**

**Administrative Services Director Anna Butel**

**Finance Director Roger Wood**

**Captain John Walka**

**8. New Business / Future Agenda Items.**

**9. Announcements and Document Signing.**

**10. 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: June 9, 2022

At: 1500 Hours

By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American 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.

## Governing Board Meeting – June 15, 2022

### Agenda Item: 1

#### Agenda Item Title

**Review and approval of the May 2022 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 and Certificates of Participation Reserve (700) Fund. 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), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds and Certificates of Participation Reserve (700) Fund 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 May 2022 financial reports and bank reconciliations."*



**Go to Item 2**

**Go to Agenda**

**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 **May 2022**:

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. Certificates of Participation Reserve (700) Fund

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Kathleen Chamberlain, Board Chair

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Date



May 2022

## **Governing Board Meeting – June 15, 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.

### **June Service Anniversaries**

#### **28 Years of Service**

Deputy Chief **Jeff Cranmer**

Engineer / Paramedic **Mike Wolfe**

#### **21 Years of Service**

Firefighter **Ryan Elowe**

#### **16 Years of Service**

Captain / Paramedic **Alex Dupuis**

#### **15 Years of Service**

Engineer **Brandon Blessum**

Firefighter / Paramedic **Ryan Rodriquez**

Captain / Paramedic **Geof Shively**

#### **Recognition of the AJ Mounted Rangers**



**Go to Item 3**

**Go to Agenda**

## Governing Board Meeting – June 15, 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



**Go to Item 4**

**Go to Agenda**

## Governing Board Meeting – June 15, 2022

### Agenda Item: 4

#### Agenda Item Title

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

- A. Board Meeting Minutes from May 18, 2022 – **Appendix A**
- B. Executive Session Minutes from May 18, 2022 - **Appendix B**
- C. Transfer Funds for 6/30/2022 Chase Bond Debt Service Principal and Interest Payments –  
**Appendix C**
- D. Transfer Funds for 6/30/2022 Certificates of Participation (COP) US Bank Debt Interest Payment -  
**Appendix D**

#### 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 June 15, 2022.”*



**Go to Item 5**

**Go to Appendices**

**Go to Agenda**



## Governing Board Meeting – June 15, 2022

### Agenda Item: #5

#### Agenda Item Title

Discussion, consideration, and possible action regarding the development of the Tentative Fiscal Year 2022 / 2023 Revenue and Expenditure Budget and adoption of **Resolution 2022-06-15-15**.

#### Submitted By

Fire Chief John Whitney

Finance Director Roger Wood

#### Background/Discussion

A Tentative Fiscal Year 2022 / 2023 Revenue and Expenditure Budget is scheduled to be adopted at this board meeting in correlation with the opening of a 20-day public comment period.

The Board will be presented with a budget that may still be modified and adjusted as the Board decides. It is suggested that the Board adopt a Tentative Budget by adopting **Resolution 2022-06-15-15** at this meeting after any adjustments, changes, or other modifications. This allows sufficient time for staff to post the budget as required by law and meet timelines necessary for allowing at least 20-day public review and comment period.

The budget the Staff is presenting represents a tax rate of \$3.36 per hundred dollars of secondary valuation for District operations, and a \$0.125 special assessment related to the JPMorgan Chase Refinancing Bond debt principal and interest repayment.

#### Staff Recommendation:

Approval of **Resolution 2022-06-15-15**: Tentative FY 2022 / 2023 Budget

#### Financial Impact(s)/Budget Line Item

N/A

#### Enclosure(s)

Resolution 2022-06-15-15

#### Recommended Motion:

*"Motion to Adopt Resolution 2025-06-15-15 adopting a tentative budget in the amount of **\$30,761,334.25** for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and giving notice to the public of the tentative budget, as well as a time and place for a public meeting to hear comments prior to final adoption of the budget as required by law."*



Go To Item 6

Go to Agenda

**RESOLUTION 2022-06-15-15**  
**Superstition Fire & Medical District Medical**  
**BUDGET HEARING**

**A RESOLUTION OF THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023, AND GIVING NOTICE OF THE TIME AND PLACE FOR HEARING TAXPAYERS COMMENTS PRIOR TO THE ADOPTION OF THE BUDGET.**

**WHEREAS**, in accordance with the provisions of Section 48-805, Arizona Revised Statutes, the Governing Board has on this fifteenth day of June 2022, made tentative estimates of the amount required to meet the public expenses for the ensuing year, and the receipts from sources other than direct taxation by the Superstition Fire and Medical District; and

**WHEREAS**, in accordance with said section of the Arizona Revised Statutes, the Governing Board wishes to establish a date of public comments.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE AND MEDICAL DISTRICT AS FOLLOWS:**

That the estimates of revenues and expenditures provided for adoption now establish the adopted estimates of the proposed expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2022 and ending June 30, 2023, and;

The Governing Board of Directors hereby authorizes the clerk of the Superstition Fire & Medical District to publish, in the manner prescribed by law, the adopted estimates. The Governing Board of Directors will meet for the purpose of holding a public hearing and taking public comment prior to adopting the annual budget for the 2022 / 2023 fiscal year for the Superstition Fire & Medical District, on July 20, 2022. The hearing and meeting will take place at 5:30 p.m. at the Administrative Office, located at 565 N. Idaho Rd., Apache Junction, Arizona.

**PASSED AND ADOPTED THIS FIFTEENTH DAY OF JUNE 2022, BY THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT.**

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*Kathleen Chamberlain, Board Chairman*

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*Jeff Cross, Board Clerk*

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*Todd House, Board Director*

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*Shawn Kurian, Board Director*

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*Jason Moeller, Board Director*

*Signed Copy on File with Board Secretary*

## Governing Board Meeting – June 15, 2022

### Agenda Item: #6

#### Agenda Item Title

Discussion and possible Tentative Adoption of the 2018 International Fire Code with Amendments

#### Submitted By

Assistant Chief Richard Mooney

#### Background/Discussion

The state of Arizona no longer recognizes the 2015 International Fire Code (IFC). The state requires all jurisdictions using the 2015 International Fire Code to adopt the 2018 or 2021 International Fire Code. The City of Apache Junction and Pinal County has adopted the 2018 International Fire Code. I met with the city, and they would appreciate us using the 2018 version so that we can maintain consistency. I have also added the city amendments that apply to Fire Code. The city's only IFC amendments were definitions and were added to SFMD's Amendments. After meeting all Pinal County code requirements, Pinal County gives SFMD full fire code authority and requires businesses to submit directly to SFMD.

The Amendments made by SFMD are consistent with other valley cities. The significant change was decreasing the commercial square footage requirement for sprinklers from 12,000 square feet to 5000 square feet. SFMD also amended additional required square footage for other occupancies to mirror the 60 % decrease for buildings requiring sprinklers.

If the Fire Board approves the adoption of the 2018 IFC with Amendments, the Fire Board Bylaws will need to be amended to reflect the change. The change to amend the bylaws will be a July agenda item.

#### Financial Impact(s)/Budget Line Item

SFMD will have to order two 2018 IFC books and have one available at administration and RTC for the public to reference. The cost is around \$100 per book plus tax. The total cost would be about \$220.

#### Enclosure(s)

- **Tentative Timeline for the Adoption of the 2018 IFC w/ Amendments**  
(Documents listed below will be emailed to the Board Members in a separate email due to the size of the documents)

The following documents will be available for public inspection at the SFMD Administration Building at 565 N. Idaho Road, Apache Junction, AZ 85119:

- **SFMD Amendments to 2018 IFC**
- **Reference Material: 2018 IFC Update**
- **Reference Material: 2015-2018 Side by Side Comparison**

*"Motion to tentatively adopt the 2018 International Fire Code with Amendments and giving notice to the public of the tentative adoption, as well as a time and place for a public meeting to hear comments prior to final adoption of the 2018 International Fire Code with Amendments as required by law."*



**Go To Item 7**

**Go to Agenda**

## **2018 IFC ADOPTION TIMELINE**

June 8, 2022	All adoption documents to Fire Marshal for review and inclusion in the board packet.
June 15, 2022	Recommendation to Fire Board to tentatively adopt the 2018 IFC with Amendments.
June 16, 2016	Based on Board direction and pursuant to ARS 48-805, sub-section B, paragraph 6, begin the 30-day publishing and public posting of code adoption and legal review of the ordinance prior to the scheduled public hearing in July.
July 16, 2016	Complete the 30-day publishing and public posting requirements and complete legal review.
July 20, 2022	Public hearing is held in conjunction with the regularly scheduled Fire Board meeting.
July 20, 2022	The Fire Board adopts the 2018 IFC with added Amendments.
July 20, 2022	The Fire Board amends the Board Bylaws to show the adoption of 2018 IFC and amendments.
July 21, 2022	Implementation and enforcement of the 2018 IFC w/ Amendments begins.

**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



**Go to Item 8**

**Go to Agenda**

**Governing Board Meeting – June 15, 2022**

**Agenda Item: 8**

**Agenda Item Title**

**New Business / Future Agenda Items**

**Financial Impact**

N/A

**Enclosure(s)**

N/A

**Recommended Motion:**

*"TBD"*



**Go to Item 9**

**Go to Agenda**

**Governing Board Meeting – June 15, 2022**

**Agenda Item: 9**

**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



**Go to Item 10**

**Go to Agenda**

Agenda Item Title

Adjournment

Recommended Motion:

*"Motion to adjourn the Board meeting."*





## Appendix A

### A. Board Meeting Minutes from May 18, 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)

May 18, 2022 Board Meeting Minutes





## **Superstition Fire & Medical District**

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### **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.**

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#### **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.**



## ***Superstition Fire & Medical District***

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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



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#### **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 hereby 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**



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### **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 its 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**

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### **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**



## ***Superstition Fire & Medical District***

*Phone (480) 982-4440 ~ [sfmd.az.gov](http://sfmd.az.gov)*

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

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

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

---

### **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
- 4<sup>th</sup> 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



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- 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 30<sup>th</sup>
  - Extra food donated to the Genesis Project
- Superstition Food Bank – Postal Food Drive on May 14<sup>th</sup>
- Apache Junction Water Day at Prospector Park on May 5<sup>th</sup>
- Construction Career Day at AJHS on May 10<sup>th</sup>
- Tina Gerola, Community Risk Reduction Specialist, completed her Fire Investigation IV class in Tucson on May 6<sup>th</sup>
- 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





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- 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*

## Appendix B

### B. Executive Session Minutes from May 18, 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



[Go to Agenda](#)

## Appendix C

### C. Discussion and possible approval of transfer of funds for the June 30, 2022, Chase Bond Debt Service Principal and Interest Payments

#### **Submitted By**

Fire Chief John Whitney  
Finance Director Roger Wood

#### **Background / Discussion**

##### **Principal Payment**

The District has a Debt Service Principal payment of \$586,000.00 due on June 30, 2022, to JPMorgan Chase:

Fund Account:	Debt Refunding Principal Series 2018 – account #6-11642-1409
Budget line item:	500-60-70500-10: Debt Service Expenditure – Principal

The current Principal Fund cash balance as of May 31, 2022 is \$751,642.21.

##### **Interest Payment**

The District has a Debt Service Interest payment of \$53,614.35 due on June 30, 2022 to JPMorgan Chase:

Fund Account:	Debt Refunding Interest Series 2018 – account #6-11642-1410
Budget line item:	600-60-70550-10: Debt Service Expenditure – Interest

The current Interest Fund cash balance as of May 31, 2022 is \$85,989.71.

#### **Financial Impact/Budget Line Item**

\$586,000.00 / Line item 500-60-70500-10  
\$ 53,614.35 / Line item 600-60-70550-10

#### **Enclosure(s)**

JPMorgan Chase Commerical Loan Invoice #4852 – Principal and Interest Payments Due  
JPMorgan Chase Bond Debt Service Payments Authorization - 063022





UNDELIVERABLE MAIL ONLY - BB  
PO BOX 44959  
INDIANAPOLIS IN 46244-4959

Customer Number: 452038311001

Bill Date: 05/03/22

Due Date: 07/01/22

Billing Period -

01/01/22 through 06/30/22

Please note that the current interest has been projected from 05/03/22 through 06/30/22

Page 1 of 3



0004843 VLC 001 001 12222 - YNN  
SUPERSTITION FIRE AND MEDICAL DISTRICT  
565 N IDAHO RD  
APACHE JUNCTION AZ 85119-4014



122526760100104843000100000000

## Commercial Loan Invoice

Invoice Number 000004852

### Summary

Principal Due This Period	\$586,000.00
Past Due Principal	\$0.00
Interest Due This Period	\$53,614.35
Past Due Interest	\$0.00
Fees Due This Period	\$0.00
Past Due Fees	\$0.00
Late Charge This Period	\$0.00
Past Due Late Charges	\$0.00
<b>Total Payment Due</b>	<b>\$638,614.35</b>

If you have questions concerning this invoice, or if your address has changed, please contact your relationship manager or Business Service Line at 1-800-242-7338.

If you would like future payments automatically deducted from your account, please contact your relationship manager.

## Commercial Loan Invoice

(Please detach and return invoice below with payment)

Principal Due This Period	\$586,000.00
Past Due Principal	\$0.00
Interest Due This Period	\$53,614.35
Past Due Interest	\$0.00
Fees Due This Period	\$0.00
Past Due Fees	\$0.00
Late Charge This Period	\$0.00
Past Due Late Charges	\$0.00
<b>Total Payment Due</b>	<b>\$639,614.35</b>

Customer Name SUPERSTITION FIRE AND MEDICAL DISTRICT  
Due Date 07/01/22  
Account # 452038311001  
Customer/Account # 452038311001  
Invoice # 000004852

☐ Check box if your address has changed and indicate new address on reverse

Amount Enclosed \$

5000090000000040000000452038311001000000000000002



CHASE  
P.O. BOX 78039  
PHOENIX AZ 85062-8039

0000004852 500009022 452038311001



Customer Number: 452038311001

Bill Date: 05/03/22

Due Date: 07/01/22

Billing Period -

01/01/22 through 06/30/22

Page 3 of 3

SUPERSTITION FIRE AND MEDICAL DISTRICT



122526700100104843000200000000

**Account # 452038311001****Commercial Loan**

Transaction Type	Effective	Through	Amount	Rate	Accrual/Due	Balance
Ending Balance Prior Invoice	11/03/21					\$3,789,000.00
Beginning Interest Rate	11/03/21			2.83%		\$3,789,000.00
Payment - Thank You	12/30/21	06/30/22	\$53,614.35			
Interest	12/30/21		-\$53,614.35			
Principal Due This Period		06/30/22			\$586,000.00	
Interest Due This Period		06/30/22			\$53,614.35	
Total Due This Period		07/01/22			\$639,614.35	
Total Due This Account		07/01/22			\$639,614.35	



## *Superstition Fire & Medical District*

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

[www.sfmd.az.gov](http://www.sfmd.az.gov)



June 15, 2022

Pinal County Treasurer's Office  
Ms. Debbie Garcia/Bookkeeping  
P. O. Box 729  
Florence, AZ 85232

**RE: Chase Commercial Invoice #0000004852**

Dear Ms. Garcia,

Please accept this letter as Board Authorization to wire transfer funds:

- A. **\$586,000.00** from our Superstition Fire & Medical District Debt Refunding Prin Series 2018 Fund Account #6-11642-1409 for the debt service principal payment due 06/30/2022 payable to JP Morgan Chase Bank.
  
- B. **\$53,614.35** from our Superstition Fire & Medical District Debt Refunding Int Series 2018 Fund Account #6-11642-1410 for the debt service interest payment due 06/30/2022 payable to JP Morgan Chase Bank.

Superstition Fire & Medical District

By:

\_\_\_\_\_  
Kathleen Chamberlain - Board Chairperson

By:

\_\_\_\_\_  
Jeff Cross - Board Clerk

## Appendix D

### D. Discussion and possible approval of transfer of funds for the June 30, 2022, Certificates of Participation (COP) US Bank Bond Debt Interest Payment

#### **Submitted By**

Fire Chief John Whitney  
Finance Director Roger Wood

#### **Background / Discussion**

The District has a Debt Service Interest payment of \$384,854.89 due on June 30, 2022, to US Bank:

Fund Account:	Superstition Fire & Medical District General Fund – account #6-11642-1001
Budget line item:	100-10-53750-10: Pension (COP Interest)

The current General Fund cash balance as of May 31, 2022 is \$4,034,833.63.

#### **Financial Impact/Budget Line Item**

\$384,854.89 / Line item 100-10-53750-10

#### **Enclosure(s)**

US Bank Invoice #2003106  
US Bank COP Bond Debt Service Payment Authorization - 063022



Invoice Date: 5/24/2022  
Invoice Number: 2003106

Funds due on 7/1/2022

CTAO Conversion Entity  
CTAO Conversion Entity  
CTAO Conversion Entity, Minnesota 11111  
Singapore

Contact	Phone	Fax	Email
Mr. Roger Wood	(480)-982-4440		roger.wood@sfmd.az.gov
Mr. John Whitney	(480)-982-4440		john.whitney@sfmd.az.gov

Account Number: 271548000

**Superstition Fire & Medical District of Pinal and Maricopa Counties, Arizona Certificates of Participation Taxable Series 2021**

**Invoice for Debt Service Payment on 7/1/2022**

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium/Discount
72212CAA4	7/1/2023	1/1/2022	6/30/2022	180	\$270,000.00	0.594%	\$801.90	\$0.00	
72212CAB2	7/1/2024	1/1/2022	6/30/2022	180	\$530,000.00	0.86%	\$2,279.00	\$0.00	
72212CAC0	7/1/2025	1/1/2022	6/30/2022	180	\$825,000.00	1.187%	\$4,896.38	\$0.00	
72212CAD8	7/1/2026	1/1/2022	6/30/2022	180	\$1,085,000.00	1.387%	\$7,524.48	\$0.00	
72212CAE6	7/1/2027	1/1/2022	6/30/2022	180	\$1,115,000.00	1.604%	\$8,942.30	\$0.00	
72212CAF3	7/1/2028	1/1/2022	6/30/2022	180	\$1,135,000.00	1.854%	\$10,521.45	\$0.00	
72212CAG1	7/1/2029	1/1/2022	6/30/2022	180	\$1,155,000.00	2.034%	\$11,746.35	\$0.00	
72212CAH9	7/1/2030	1/1/2022	6/30/2022	180	\$1,180,000.00	2.184%	\$12,885.60	\$0.00	
72212CAJ5	7/1/2031	1/1/2022	6/30/2022	180	\$1,205,000.00	2.284%	\$13,761.10	\$0.00	
72212CAK2	7/1/2032	1/1/2022	6/30/2022	180	\$1,230,000.00	2.384%	\$14,661.60	\$0.00	
72212CAL0	7/1/2036	1/1/2022	6/30/2022	180	\$5,255,000.00	2.784%	\$73,149.60	\$0.00	
72212CAM8	7/1/2041	1/1/2022	6/30/2022	180	\$7,485,000.00	3.091%	\$115,680.68	\$0.00	
72212CAN6	7/1/2045	1/1/2022	6/30/2022	180	\$6,890,000.00	3.271%	\$112,685.95	\$0.00	
					\$29,360,000.00		\$389,536.39	\$0.00	

Interest Due:	\$389,536.39
Principal Deposit Due:	
Cash on Hand:	(\$4,681.50)
Net Due:	\$384,854.89

**PAYMENT SUMMARY**

Total Interest Due:	\$389,536.39
Total Credits:	(\$4,681.50)
<b>TOTAL DUE 7/1/2022</b>	<b>\$384,854.89</b>
Notes	







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June 15, 2022

Pinal County Treasurer's Office  
Ms. Debbie Garcia/Bookkeeping  
P. O. Box 729  
Florence, AZ 85232

**RE: US Bank Invoice #2003106**

Dear Ms. Garcia,

Please accept this letter as Board Authorization to wire transfer funds:

- A. **\$384,854.89** from our Superstition Fire & Medical District General Fund Account #6-11642-1001 for the debt service interest payment due 06/30/2022 payable to US Bank.

Superstition Fire & Medical District

By:

\_\_\_\_\_  
Kathleen Chamberlain - Board Chairperson

By:

\_\_\_\_\_  
Jeff Cross - Board Clerk