# 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
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## Governing Board Meeting Minutes

## July 20, 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, JULY 20, 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 5:30 PM.

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**A. Call to Order**

Chairman Chamberlain called the meeting to order at 5:30 PM.

**B. Pledge of Allegiance**

The Pledge of Allegiance led by Anna Butel

**C. Roll Call**

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Director of Administrative Services Anna Butel, Finance Director Roger Wood, and Captain John Walka. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary. Attorney William Whittington attended via conference phone.

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

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

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

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

**July Anniversaries**

**29 Years of Service:**
Battalion Chief **Amy Brooks**

**27 Years of Service:**
Battalion Chief **Brett Broman**

**26 Years of Service:**
Captain **Brian Logsdon**

**22 Years of Service:**
Captain/Paramedic **Jeff Ehrlich**
Captain **Joe Garcia**

**21 Years of Service:**
Captain/Paramedic **Mark Castaneda**
Firefighter **Dan McKinney**

**4 Years of Service:**
EMT **Kelsey Christensen**

**2 Years of Service:**
Paramedic **Brian Urquizo**

**1 Year of Service:**
Firefighter **David Spidle**
Firefighter **Zachary Rodenberg**

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 June 15, 2022
   B. Maricopa County Community College District EMT / Paramedic Preceptorship Agreement
   C. Adoption Agreement for Bound Tree Emergency Medical Supplies and Pharmaceuticals
   D. HeartFit for Duty, LLC, Annual Physical Agreement
   E. Replacement Engine for C66 (2008 Pierce Quantum Ladder Truck)

   **Motion** by Director Kurian to approve all consent agenda items for July 20, 2022.

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

5. **Public Hearing in accordance with ARS §48-805.02 in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District revenue and expenditure for Fiscal Year 2022/2023.**

   There was no person from the public that made a request to speak

6. **Discussion and possible approval of FY2022/2023 budget and adoption of Resolution #2022-07-20-01: Budget Adoption**

**Superstition Fire & Medical District Budget - FY 2022 / 2023**

Budget Income Summary

Revenue Summary by Fund Account (includes beginning cash balance)

| FUND | 2021 / 2022 Actual | 2021 / 2022 Approved Budget | 2021 / 2022 Amended Budget | 2022 / 2023 Approved Budget | 2023 / 2024 Forecast | 2024 / 2025 Forecast |
|---|---|---|---|---|---|---|
| General Operating (M&O) | 44,846,097.72 | $ 44,485,475.90 | $ 44,560,475.90 | $ 20,354,354.64 | $ 21,115,741.00 | $ 22,085,740.00 |
| Transport Services | 4,192,152.64 | $ 3,628,310.52 | $ 3,925,143.00 | $ 4,427,355.83 | $ 4,527,248.00 | $ 4,725,285.00 |
| Capital Projects | 2,400,554.52 | $ 2,267,142.49 | $ 2,267,142.49 | $ 2,653,692.34 | $ 2,337,760.00 | $ 2,147,004.00 |
| Special Revenue | 66,518.03 | $ 81,500.03 | $ 81,500.03 | $ 68,450.43 | $ 25,800.00 | $ 25,800.00 |
| Debt Retirement Principal | 756,946.48 | $ 764,973.82 | $ 764,973.82 | $ 705,487.48 | $ 668,746.00 | $ 683,102.00 |
| Debt Retirement Interest | 140,657.84 | $ 132,140.43 | $ 132,140.43 | $ 127,751.14 | $ 137,520.00 | $ 135,147.00 |
| Certificates of Participation Reserve | 3,325,771.51 | $ 3,324,954.00 | $ 3,324,954.00 | $ 3,334,271.51 | $ 3,344,771.51 | $ 3,355,771.51 |
| | $55,728,698.74 | $54,684,497.19 | $55,056,329.67 | $31,671,363.37 | $32,157,586.51 | $33,157,849.51 |

**Motion** by Director House to adopt Resolution 2022-07-20-01: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in the amount of $31,671,363.37 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2022 / 2023.

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

7. **Public Hearing in accordance with ARS §48-805 in order to hear the tax payer's comments on the proposed Superstition Fire & Medical District's adoption of the 2018 International Fire Code together with certain amendments, revisions and deletions attached thereto**

This Public Hearing is required by ARS §48-805. Board of Directors Chairman will consider audience comments / questions on issues related to the proposed adoption of the 2018 International Fire Code together with certain amendments, revisions and deletions attached thereto. The Board of Director Chairman will close the Public Hearing after all comments have been heard.

There was no person from the public that made a request to speak

8. **Discussion and possible approval of Resolution #2022-07-20-02 adopting the 2018 International Fire Code together with certain amendments, revisions and deletions as attached thereto and replacing the 2015 edition of the International Fire Code**

The SFMD recommends adopting the 2018 IFC, instead of the 2021 IFC because the city of Apache Junction has adopted the 2018 IFC to maintain consistency. The SFMD also recommends the Fire Board adopt the amendments, revisions and deletions as presented. The amendments, revisions and deletions are aligned with neighboring departments and increases safety to the public and fire personnel by lowering the square footage for sprinkler requirements.

**Motion** by Director Moeller to adopt Resolution #2022-07-20-02 adopting the 2018 International Fire Code together with certain amendments, revisions and deletions as attached thereto and replacing the 2015 edition of the International Fire Code

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

9. **Discussion and possible approval regarding the revision of the SFMD Bylaws revising Article X.1 - Fire Code Adoption, to operate under the 2018 edition of the International Discussion and possible approval regarding the revision of the SFMD Bylaws revising Article X.1 - Fire Code Adoption, to operate under the 2018 edition of the International Fire Code.**

The SFMD Board Bylaws need to be revised in Article X.1 – Fire Code Adoption, to operate under the 2018 edition of the International Fire Code.

**Motion** by Director House to approve the SFMD Bylaws revising Article X.1 – Fire Code Adoption, to operate under the 2018 edition of the International Fire Code.

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

**10. Discussion and possible approval of Policy: 1046 – Employee Corrective Action & Discipline and Policy: 1002 - Promotions and Transfers.**

**Motion** by Director House to approve policy 1046 Employee Corrective Action & Discipline and policy 1002 Promotions and Transfers.

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

**11. Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter and possible adoption of Resolution 2022-07-20-03.**

The MOU was first established and approved by the SFMD Board of Directors in 2017. This document is updated annually to reflect changes within the District. This was a collaborative effort between the Senior Leadership Team and the Superstition Fire & Medical Firefighters Chapter of Local 2260.

**Motion** by Director Kurian to approve the 2022 Memorandum of Understanding (MOU) between the Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter, and adopt Resolution 2022-07-20-03.

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

**12. Senior Leadership Team Reports**

**Fire Chief Report**

- Vision, Mission, Values (Identity, Critical Actions)
- AFCA –
  - Conference (Regulatory Training)
  - Treasurer Appointment
- TMMS Lease
- Wildland Deployment (temp surcharge)
- Fireproof Wellness App – 100 Club
- L/M Committee Co-chair meeting

- AJ Library Career Day - KUDOS
- Engine 261B
  - Captain Ledbetter
  - Engineer Schow
  - Firefighter Boukatch
  - Firefighter Spidle

- Interview Panels
  Engineers
  - Jose Sepulveda
  - Jason Chapman
  - Casey Schreiner
  - Adam Rodriguez
  Firefighters
  - Ryan Phillips
  - Sedona Aulik

**Emergency Services**

**Operations**

- Attended Health and Wellness training at Scottsdale Fire
  - PTSD in Public Safety
- Wildland REMS Meeting
  - Research equipment needed/Equipment on hand
  - Certifications needed
- Engineer Task Group
  - Pre-promotional process/Testing process
  - Opportunity for professional growth
- Tactical Training Discussion
  - Volume II foundational practices
  - Crew based-professional development
- Staffing Discussion (staffing calculator) meeting
  - Current staffing model
  - Future staffing model
- 2022 Firefighter Intern Planning Meeting
- Operations Plan for AJ 4th of July Fireworks – Chief Mooney
- Monthly Incident Call Volume
- 5-Year Call Volume Projection

**Training**

- Crew Based Training
  - Probationary Firefighter Task book

- Minimum Company Standards (MCS)
- Active Shooter Training with AJPD concluded
- Regional Technical Rescue Training
  - Swift Water Rescue, Ropes,
  - Self-Rescue, skills evaluations
- East Valley Regional Training Meeting
  - Recruit Academy- Agency, dates, times
- Regional Command Training
  - High rise operations
  - Command Van Training
- Monthly and Year-to-Date Training Hours

**EMS**

- Researching feasible locations for the UCAPIT device, developing new procedures for restock as well as training on the new system.
- This will create a significant cost savings for the district, reducing the needed number of expensive items we carry; reducing the amount of expiring items, increasing crew availability, and decreasing travel costs for restock.
- Attended the AFDA/AFCA conference in Glendale. Currently in attendance at the Image Trend conference in Minneapolis.
- Continuing the transition to NEMSIS 3.5.
- Exploring Exposure tracking and Fire Data Analysis reporting being presented at the conference.

**Transportation Services**

- Paramedic list interviews
- Annual business review meeting with Digitech. Discussed opportunities, performance, and projections.
- Continued meetings with leadership from area hospitals
- Monthly Call Volume
- CON Compliance

**Support Services**

- AFCA/AFDA Fire & EMS Leadership Conference July 13th-15th.
- Interagency Emergency Management Committee Meeting on July 5th.
- Valley Fire Marshal's Association Meeting on June 21st.
- City of Apache Junction 4th of July Event.
- June Plan Reviews (6)
- Tina attended the Stand-Up AJ Back to School Event at the Apache Junction Multi-Generational Center on July 9th
- Gold Canyon East HOA Community Walk Through on June 16th
- Completed an inspection of all community common areas and washes for potential fire hazards

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**Administrative Services**

- Recruit Firefighter Interviews
- Intern Academy July 30th and 31st at MFMD
- Submission of the Salt River Pima-Maricopa Indian Community Grant (Funding request $300,683.61)
- Final Details of the UKG Discovery Document
- CYMA Multi-Factor Authentication
- CLM Essentials
- Strategic Alliance for Volume Expenditures (S.A.V.E.)

**Financial Services**

- Preparation of new budget reporting schedule for State
- CYMA database management
    - Closing of FY 2021/2022; consolidation and reconciliation of data between FIRE and AUDIT databases
    - Opening of new FY 2022/2023 in CYMA
- Audit preparation and planning with H&H
- COP compliance reporting
- Healthcare invoices reconciliation for FY 2022/2023

**Labor**

- Arizona Fire District Safety Act
    - Proposition 310

Fire Districts in Crisis

- 144 fire districts in Arizona
- Perfect Storm
- Record high housing market
- What will happen to Districts if we experience another recession?

The Solution

- 2 prong approach
- State-wide 1/10th of cent sales tax
- 20-year sunset
- Large districts capped at 3%

Campaign Efforts

- Website: Vote Yes on 310
- Place 1,000 signs in metro Phoenix and Tucson areas
- 150,000 Palm Cards
- Social Media Ads
- YouTube/Digital Network Ads

- Cable TV
- Grassroots Effort

How Can You Help?

- Tell everyone you know about the issues (talking points will be provided)
- Like and invite friends to "Vote Yes on 310" FB page and website

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

None

**14. Announcements / Document Signing**

Director Todd House announced that he won' be seeking re-election as a Board Member due to personal reasons. Chief John Whitney and others thanked Director House for his 14+ years of service to the Superstition Fire & Medical District. Director House's term will end on November 30, 2022.

Chairman Kathleen Chamberlin welcomed Connie Van Driel as the incoming Board Member for a 4-year term beginning on December 1, 2022.

**15. Adjourn**

**Motion** by Director House to adjourn the board meeting at 7:16 p.m.

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

**Governing Board Approval:**

Board Clerk Jeff Cross
*Sherry Mueller*