



Superstition Fire & Medical District

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

Administration Office
565 North Idaho Road
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Governing Board Meeting Minutes

November 16, 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, NOVEMBER 16, 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.

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 Director Todd House

C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Finance Director Roger Wood, Director of Administrative Services Anna Butel, 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 October 2022 financial reports and bank reconciliations.

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

Seconded by Director Cross

Vote 5 ayes, 0 nays, MOTION PASSED.



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

November Anniversaries

22 Years: Firefighter / Paramedic **July Ritschel**

16 Years: Software Administrator & IT Specialist **Lauren Daniel**

9 Years: Fleet and Facilities Support Specialist **Jenn Burke**

7 Years: EMT **Ron Demarzo**
EMT **Justin Mueller**
Paramedic **Jim Tucci**

5 Years: Paramedic **Jake Millan**
Firefighter **Lucas Martinez**
Firefighter **Mark Nelson**

2 Years: Firefighter **Benjamin Young**

1 Year: Human Resources Manager **Alena Sampson**

Special Recognition of Todd House – Board Member for 16 Years

Chief Whitney thanked Director House for his years of service. Director House was presented with a plaque and a Fire Helmet (helmet was from the Labor Board). Director House talked about his time in the District.

Chief Whitney welcomed incoming Board Director Connie Van Driel.

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

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

- A. Board Meeting Minutes from October 19, 2022
- B. Purchase of Three Motorola All Bank Portable Radios
- C. Intergovernmental Agreement for the Regional Metropolitan Phoenix Fire Service Aid
- D. Firehouse Subs Grant Agreement

Motion by Director Cross to approve all consent agenda items for October 19, 2022.

Seconded by Director House

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



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5. Loyalty Oath of Office for two Board Members for a new four-year term.

No Motion

6. Discussion and possible action regarding a date change for the Wednesday, December 21, 2022 Board of Directors Meeting.

No date change

No Motion

7. Discussion and possible approval regarding the ARPA Agreement with Pinal County

Motion by Director House to approve the sub-recipient agreement between SFMD and Pinal County.

Seconded by Director Kurian and Director Moeller

Vote 5 ayes, 0 nays, MOTION PASSED

8. Discussion and possible action regarding the Fire Chief's annual evaluation process.

No questions or actions taken by the Board

9. Senior Leadership Team Reports

Fire Chief Report

- AJ Chamber of Commerce Awards
- Sons of the American Revolution
- Superstition Rotary Club Presentation
- VFW Veteran's Day Celebration
- AJ Halloween – Costume Judging
- SRPMIC Awardee Luncheon
- RTC process clean-up
- Captain's Quarterly
- Captain's Promotional Process - Kudos
 - Admin Services Staff
 - Chief's Cranmer, Pohlmann, Read
 - Captain's Endres, Fox, Frawley, Ledbetter, Robson, Rocha and Walka
 - Firefighter Matt Leon



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Emergency Services

➤ Operations

- Captains Quarterly Meetings – Completed with all shifts
- Superstition HOA – Meet to discuss road restrictions (Chiefs Mooney and Read)
- AJHS STUCO – Meet to discuss bonfire proposal
- Facilitated – Sets and Reps for Captain Promotional Candidates (Chiefs Whitney, Read and Cranmer)
- Virtual Meeting with EVIT – Superstition Fire & Medical District assistance with future programs
- Site visit for a future residential build. (Chiefs Mooney and Read)
- Captain Promotional Process – Tactical and Panel assessment
- Significant Incident
 - 11/7/2022 – S. Vista – Structure fire, isolated to contents in the garage. Fast attack, quick knock down, no extensions. No civilian or firefighter injury.
- Monthly Incident Call Volume
- East Valley Recruit Academy – Week 12 – Live Fire, extrication, TRT, Bank of America Climb
- TRT 200 Class Graduates – Firefighters Wes Fimbres and Kevin Montgomery
- Captains Promotional Process – Practical Evaluation

Emergency Services

➤ Training

- Monthly and Year-to-date Training hours

Emergency Services

➤ EMS

- Attended several set meetings for active shooter drills to be run at Banner Ironwood and Banner Goldfield
- Attended Central Region Medical Directors Meeting for 2023 update debate/discussion about Central Arizona Regional EMS Guidelines
- Completion of Jones & Bartlett Continuing Education Program Recertification. Increased visibility to end users regarding the progress of continuing education. Educational content is up to date and relevant.
- EMS committee meeting to get input on HRSA grant items, (second UCAPIT replacement, Lucas Devices, LP15). Also discussed Recertification online CEs./recertification process, Hospital delays, and CQI Process
- Met with Hospice of the Valley representative to discuss resources they can provide. Scheduled Dementia training with the online piece to begin rolling out next week with an in-person component in January.
- Meetings to develop response plans for a potential increase in hospital delays



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Transportation Services

- New Hire Paramedic and EMT training with Chief Pohlmann
- Emergency Vehicle Operators Course EVOC training with Engineer Christensen
- Attended an EMS Protocols and Education meeting with Mountain Vista Medical Center
- Attended Banner Ironwood / Banner Goldfield active shooter drill tabletop exercises
- Monthly Transportation Volume
- CON Compliance through October 2022

Support Services

- Two new Volunteers
- Fleet Services
 - Ladder Testing
 - Hose Testing
 - Pump Testing for Superior
 - Reserve Ladder Engine replacement scheduled this month with a 4-week repair time

Prevention Services (Support Services)

- Plan Reviews – 15
- Inspections – 26
- Environmental Requests, Complaints, Concerns – 22
- School Public Education Presentations – 3
- Citizen Requests or Assistance – 3
- Fire Safety Presentations – 2
- AED / CCR Presentations - 1

Support Services – October Events

- City of AJ Mud Run on 10/22
- Food Bank Chili Challenge on 10/22
- CAAFA Trunk or Treat on 10/28
- City of AJ Halloween Trunk or Treat on 10/29
- Desert Vista Elementary School Veteran's Day Celebration on 11/9
- Veteran's Day Parade & Chamber of Commerce Veteran's Tribute on 11/11
- Station 261 Tour on 11/10 and Station 263 Tour on 11/2

Administrative Services

- UKG Aspire Conference
- CLM and DocuSign Implementation
- Arizona Department of Environmental Quality (ERF program)
 - MSA ALTAIR 5X Atmospheric Gas Meter
- Captain Bessee Retirement – December 7



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Financial Services

- FY 2021/2022 Audit fieldwork complete. Remaining items to be completed include:
 - Creation of Management Discussion & Analysis (MD&A)
 - H & H preparation of draft audit report for review
 - Legal representation letter from Whittington's firm
 - Management Representation letter signing
 - Final audit report delivery at the January BOD meeting
- 2023 Worker's Compensation insurance renewal negotiations / modeling

10. New Business / Future Agenda Items

None

11. Announcements / Document Signing

Chief Whitney stated that Tina Gerola will be attending a community outreach tomorrow (11/17/22) at the Pinal County District File Open House at 2:00 p.m. located at the Pinal County Complex. It is a good opportunity to see the different services that are offered throughout the community.

Chairman Chamberlain thanked Director House for his years of service spent on the Board of Directors. Clerk Cross also thanked Director House for his service.

12. Adjourn

Motion by Director House to adjourn the board meeting at 6:32 p.m.

Seconded by Director Cross

Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:


Board Clerk Jeff Cross