

VERSION 1.0

April 12, 2023



BOARD OF DIRECTORS MEETING

April 12, 2023

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

KATHLEEN CHAMBERLAIN, BOARD CHAIRMAN

CONNIE VAN DRIEL, BOARD CLERK

JEFF CROSS, 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

BOARD OF DIRECTORS MEETING AGENDA FOR APRIL 12, 2023

Call in Phone Number: 480-646-1864

Access Pin: 1234

The Board will hold a meeting on Wednesday, April 12, 2023. 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 March 2023 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 March 15, 2023
 - B. Executive Meeting Minutes from March 15, 2023
 - C. EMS Equipment Purchase – 2 Lucas Compression Devices and 3 LP15 Modems
- 5. Discussion and possible approval of changes to Policy 1200: Procurement Policy to ensure compliance with Federal Grant Procurement Standards / Guidelines, Single Audit Requirements, and GASB 87 - Leases requirements.**

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119

Fleet Services
1455 East 18th Avenue
Apache Junction, AZ 85119

6. 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

- 7. Possible vote to go into Executive Session 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 to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney's employment contract.**
- 8. Public Session. Discussion and possible revision to the Fire Chief's employment contract.**
- 9. New Business / Future Agenda Items.**
- 10. Announcements and Document Signing.**
- 11. 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: April 6, 2023

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 – April 12, 2023

Agenda Item: 1

Agenda Item Title

Review and approval of the March 2023 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), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. 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) 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 March 2023 financial reports and bank reconciliations."



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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 **March 2023**:

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

Kathleen Chamberlain, Board Chair

Date



March 2023

Governing Board Meeting – April 12, 2023

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 Brian Read

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.

April Service Anniversaries

30 Years of Service

Captain / Paramedic **Mark Gomez**

19 Years of Service

Fire Inspector & CRR Specialist **Tina Gerola**

6 Years of Service

Paramedic **Ryan Tonelli**

5 Years of Service

Paramedic **Michael Bigg**

4 Years of Service

Paramedic **Levi Unzeitig**



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Governing Board Meeting – April 12, 2023

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



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Governing Board Meeting – April 12, 2023

Agenda Item: 4

Agenda Item Title

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

- A. Board Meeting Minutes from March 15, 2023 – **Appendix A**
- B. Executive Session Meeting Minutes from March 15, 2023 - **Appendix B**
- C. EMS Equipment Purchase – 2 Lucas Compression Devices and 3 LP15 Modems- **Appendix C**

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 April 12, 2023.”



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Governing Board Meeting – April 12, 2023

Agenda Item: 5

Agenda Item Title

Discussion and possible approval of changes to Policy 1200: Procurement Policy to ensure compliance with Federal Grant Procurement Standards / Guidelines, Single Audit Requirements, GASB 87 – Leases, and GASB 96 – Subscription-based Information Technology Arrangements.

Submitted By

John Whitney, Fire Chief

Roger Wood, Finance Director

Background/Discussion

Federal Grant Procurement Standards / Guidelines, Single Audit Requirements.

Staff is recommending changes to Policy 1200 – Procurement Policy to document and ratify the steps necessary for compliance with the Uniform Guidance at 2 Code of Federal Regulations (2CFR) Part 200, §200.311 – Real Property, §200.313 - Equipment, §200.318 - General Procurement Standards, and §200.214 - Suspension and Debarment. Compliance with these Parts of 2CFR is required to ensure a successful outcome of the Single Audit which the District will be subject to for Fiscal Year 2022 / 2023. The District has received grant funds from various jurisdictions and will be subject to a Single Audit if grant funds from federal sources, or the total of grant funds received from federal and non-federal sources who require a Single Audit, exceeds \$750,000.

NOTE: The District signified its intent to be in compliance with these Parts of 2CFR when it signed the Sub Recipient Agreement with Pinal County Board of Supervisors for ARPA funding at the November 2022 Board meeting.

GASB 86 – Leases.

Changes to Policy 1200 are recommended to establish the threshold governing when operating leases need to be reclassified and recorded at capital leases for audit purposes. The \$100,000 threshold represents the consensus between Baker Tilly LLP audit firm and SFMD Finance.

GASB 96 – Subscription-based Information Technology Arrangements (SBITA).

Lastly, changes to Policy 1200 are recommended to define which of the District's IT software agreements or arrangements, if any, qualify as an SBITA for compliance with GASB 96.

The recommended changes to Policy 1200 are reflected in yellow in sections 4.8, 4.9, 5, and 6 in the attached DRAFT Policy 1200. Staff recommend approval of the recommended changes to Policy 1200.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

DRAFT Policy 1200 – Procurement Policy



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Recommended Motion

“Motion to approve the recommended changes to sections 4.8, 4.9, 5, and 6 of Policy 1200: Procurement Policy with an effective date of April 12, 2023.”



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Policy 1200 – Procurement Policy: Documentation for the Purchase of Goods and Services

Last Revision: 04/12/2023

1. GENERAL

It is the fiduciary responsibility of the Superstition Fire & Medical District (SFMD) Board of Directors (BOD) to ensure that public funds are expended in such a manner that best benefits the public and community. To accomplish this, the Fire Chief develops a budget document each fiscal year for BOD adoption. The budget document establishes the public policy of SFMD through the allocation of public funds. The Fire Chief is responsible for ensuring that the expenditure of public funds throughout the fiscal year coincides with the BOD's public policy initiatives.

2. PURPOSE

To establish policy and procedure for the procurement and approval of all expenditures for supplies, equipment, materials, and services ("Goods and Services"), necessary for the effective and efficient provision of services to the community. This policy is to apply to all personnel who are directly or indirectly involved with the procurement of Goods and Services for SFMD.

3. POLICY

It is the policy of SFMD to ensure that all expenditures are authorized in the SFMD fiscal year budget, properly encumbered, and accounted for, and that a complete history of each expenditure transaction is established. Public employees must discharge their duties impartially to ensure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of SFMD.

It is the policy of SFMD to ensure the terms and conditions of A.R.S. §38-511 be included in any agreement or contract negotiated on behalf of SFMD. The agreement or contract is to include definitive language recognizing A.R.S. §38-511 and its legally binding effects on the agreement or contract in question, and all parties associated with the agreement or contract.

4. POLICY FOR PROCUREMENT OF GOOD AND SERVICES

4.1 PURCHASE ORDER (PO) REQUIREMENTS/TYPES

1. Standard PO

Regardless of the amount of the purchase, a PO must be completed for each procurement request, all supporting documentation (invoice, packing slip(s), bids if applicable, and procurement form) must be attached to the PO, and the PO must be signed by the originator before being submitted for review and approval per this Policy. It is the responsibility of the PO originator to ensure that all required signatures are documented on the PO, and that all required supporting documentation are turned into Accounting in a timely manner.

It is SFMD's intent that a PO be prepared completely with all required approval signatures prior to the purchase of Goods and Services. However, in instances where an item is needed by SFMD in an emergency to protect the public (see C3 below), an approved PO can (and must) be submitted after the purchase has occurred. In all cases, the buyer/purchaser is to ensure all applicable taxes and fees are included in the total amount of expenditure documented in the PO.

Each purchase shall be made from the vendor offering the lowest responsible price quote. "Responsible" is defined as the best combination of price, service, warranty, locale, compatibility and/or cost of repair. On all purchases, the buyer should take into consideration warranty, local businesses, service, and workmanship. If the lowest bid isn't the best value for SFMD, the buyer is to bring forward supporting documentation as to why a higher bid should be considered.

2. Annual PO

An Annual PO is used for the procurement of Goods and Services which involves a recurring, frequent, or monthly purchase from a specific vendor during the fiscal year. An Annual PO number will be issued by Accounting to the awarded vendor and will be utilized throughout the fiscal year. This method does not preclude competitive quotes and bid requirements. This method only applies to the procurement of Goods and Services as described on the Annual PO(s).

3. Contract PO

A Contract PO is used for the procurement of Goods and Services through competitive bidding for a specific term per the contract. A Contract PO number will be issued by Accounting for the awarded contract vendor/agency and will be utilized throughout the contract term date.

4.2 PROCUREMENT – COMPETITIVE PRICING/WRITTEN BIDS

1. The purchase of Goods up to \$7,499.99 do not require a quote to support the corresponding PO.
2. The purchase of Goods \$7,500.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.

3. The purchase of Services up to \$9,999.99 does not require a quote in support of the corresponding PO.
4. The purchase of Services \$10,000.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.

NOTES: The Board has complete authority to require or waive the need for Competitive Written Bids for Professional Services, defined as “the provision of services such as accounting, auditing, legal, consulting, and other such services that are provided by individuals or firms with specialized skills and/or credentials”.

Also, the Board has complete authority to mandate whether or not the Request for Proposal (RFP) competitive bid process is to be used, and/or if sealed bids are to be required for any purchase.

4.3 WAIVER OF COMPETITION

Although the overriding intent of this policy is that competitive pricing is required whenever possible, there are times when competitive pricing may be waived pursuant to this section. Competitive pricing (See Section 4.2 above) may be waived for the following conditions:

1. Government, State Contract & Inter-Governmental Agency Agreement. When using State Contracted vendors, the Contract # and Agency must be documented on the PO.
2. Single source procurement (attach supporting information).
3. Emergency purchase (The Fire Chief is to be notified of all emergency purchases and will provide an explanation to the BOD within 72 hours).
4. Efforts to obtain competitive pricing result in no competing offers.
5. Standardization/Compatibility requirements prevent the use of alternative vendors.

4.4 SIGNATURE APPROVAL – AUTHORIZED PERSONNEL

The following positions are authorized by the BOD to approve the purchase of Goods and Services. All purchases of Goods and Services must be properly approved prior to placing the order (with the exception of emergency purchases – see Section 4.3 above).

1. Up to \$4,999.99 – Can be approved by each of the following positions individually: Budget Managers.
2. \$5,000.00 to \$24,999.99 – Must be signed by the Budget Manager, the Finance Director, and the Fire Chief.
3. \$25,000.00 and greater – Must be signed by the Budget Manager, the Finance Director, the Fire Chief, AND must be submitted to the BOD for approval prior to purchase.

4.5 OTHER MEANS OF PROCURING GOODS AND SERVICES

1. Credit Card

The use of Credit Cards must follow all Procurement Policy guidelines as listed above. A PO must be prepared for all credit card purchases and all appropriate receipts must be provided to Accounting.

The use of personal credit cards for the purchase of District goods and services is strictly prohibited when access to a District credit card is available unless there is documented emergency need, or if the expense relates to the purchase of items on wildland deployments, or for uniform related purchases, or college tuition that the employee is reimbursed for per District policy. Any personal credit card usage in emergency situation(s) must be approved by the Fire Chief prior to reimbursement.

2. Expense Reimbursement

Employees seeking reimbursement for required and authorized expenditures must:

- Complete an SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage reimbursement is requested, a map showing miles to and from must be attached. Mileage reimbursement will be based on the current federal rate for mileage.
- The Reimbursement Form must have Department Head approval prior to submission to Accounting for payment.
- Expense reimbursement requests must be submitted within the fiscal year of expense.

4.6 PROCESSING OF TRANSPORT REFUNDS

When a transport refund is required, they will be processed as follows:

1. An annual PO will be established by Accounting against which all refunds will be processed. Since the annual PO will be used for refunds of undetermined amount and number, the annual PO will have an undefined dollar limit.
2. All requests for transport refunds will be approved by the Transportation Services Director.

4.7 ELECTRONIC SIGNING OF MANUAL CHECKS

The weekly check reports will be emailed to all five (5) Board members by Accounting staff. Electronic signatures of the Board Chair and the Board Clerk will be printed on all District manual checks related to Payables provided Accounting Staff receive email approval from two (2) Board members.

4.8 FEDERAL GRANT PROCUREMENT STANDARDS / GUIDELINES

Any procurement of goods and services using Federally awarded grant funds must comply with the Uniform Guidance at 2 Code of Federal Regulations (2CFR) Part 200, §200.311 – Real Property, §200.313 - Equipment, §200.318 - General Procurement Standards, and §200.214 - Suspension and Debarment.

In summary, these Standards require the recipient or sub-recipient agency:

4.8.1 Have and use documented procurement procedure consistent with and in conformity with procurement standards identified in §§ 200.317 through 200.327.

4.8.2 Ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

4.8.3 Maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if s/he has a real or apparent conflict of interest.

4.8.4 Maintain procurement procedures that avoid acquisition of unnecessary or duplicative items.

4.8.5 Is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever feasible and reduces project costs.

4.8.6 Must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

4.8.7 Part §200.214 restricts awards, subawards, and contract with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. A documented search of the Sam.gov exclusions list is a requirement prior to awarding contracts to contractors or companies.

4.8.8 Part §200.302 mandates the financial management system of each non-Federal recipient or sub-recipient agency must be sufficient to provide reports required by general and program-specific terms and conditions, identify all federal awards received and expended by Federal program, and accurate, current, and complete disclosure of the financial results of each Federal award in accordance with reporting requirements set forth in §200.328 and §200.329. Part §200.302 (b) (7) mandates that written procedures for determining the allowability of costs in accordance with subpart E and the terms and conditions of the Federal award be maintained.

4.8.9 Part §200.305 states that if a non-Federal recipient or sub-recipient receives advanced payments instead of submitting reimbursement requests, payment(s) methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity

and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means. Pertaining to advanced payments, the recipient or sub-recipient maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in this part.

4.8.10 Part §200.311 defines the requirements and conditions regarding acquisition, title, and disposition of real property acquired using Federally awarded grant funds.

4.8.11 Part §200.313 defines the requirement and conditions regarding the acquisition, title, and disposition of equipment acquired using Federally awarded grant funds.

The Uniform Guidance at 2 CFR can be accessed at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

4.9 SINGLE AUDIT REQUIREMENTS

The Single Audit Act establishes requirements for audits of States, local governments, and nonprofit organizations that expend a certain amount in Federal awards during its fiscal year (currently set at \$750,000). Single audits are performed by independent auditors and encompass both financial and compliance components. The Compliance Supplement is based on the requirements of the 1996 Single Audit Act Amendments and 2 CFR part 200, subpart F, which provide for the issuance of a compliance supplement to assist auditors in performing the required audits. The auditee must demonstrate compliance with the Uniform Guidance at 2 Code of Federal Regulations that govern the procurement of goods and services using Federally awarded grant funds.

5. Capital Assets

5.1 To distinguish between capital items and operating items for purposes of budgeting for capital improvements, financial planning, providing for the stewardship of assets, financial reporting, and for providing information for insurance purposes, capital assets are defined as: buildings, land, major improvements other than buildings, machinery and equipment, with a cost of \$5,000 or more; or groups of same items purchased in the same fiscal year that serve the same purpose, and, with an estimated useful life greater than one year, and all land regardless of value. Subscription-based information technology arrangements are addressed in Policy section 5.2.

5.1.1 For the purposes of depreciating capital assets, the District will use the Straight-Line Method as based on the asset valuation and estimated useful life. The following ranges are guidelines in setting estimated useful life for depreciating assets.

| | |
|----------------------------|-----------------|
| Land | Non-Depreciable |
| Buildings and improvements | 10 to 25 years |
| Machinery and equipment | 5 to 15 years |

| | |
|-----------|---------------|
| Vehicles | 5 to 15 years |
| IT Assets | 3 years |

5.2 Subscription-based information technology arrangements (SBITA) are defined as: contracts that convey control of the right to use another party's IT software, alone or in combination with tangible capital assets, as specified in the contract, for a period of time longer than 12 months, that have a value that is more than the threshold established from date of implementation that will ensure that 90% of the total costs of all SBITAs are recorded as assets in accordance with GASB 96.

5.3 The guidance contained herein is intended to adhere to GASB pronouncement 96 SBITA. In case of any differences between Policy section 5 and GASB 96, GASB 96 will prevail.

6. Leases

6.1 GASB 87, Leases requires state and local governmental organizations and agencies to capitalize leases previously classified as operating leases. For the implementation of GASB 87, the District is setting a \$100,000 materiality threshold for an individual operating lease to require capitalization.

6.2 To identify and properly record lease assets/liabilities or lease receivables/deferred inflows in accordance with GASB 87, leases are defined as: a contract that conveys the right to use another entity's nonfinancial asset as specified in the contract/agreement for a period more than one year in an exchange or exchange-like transaction whose net present value is greater than \$100,000. This section does not pertain to leases that convey ownership which are now termed as financed purchases. Leases under this policy can be leased by or from the Entity.

6.3 In instances where the District is the lessee, qualifying leases should be recorded at the present value of payments expected to be made during the lease term, including the following: fixed payments, variable payments that depend on an index or a rate (such as the Consumer Price Index or a market rate) measured using the index or rate as of the commencement of the lease term, variable payments that are fixed in substance, amounts that are reasonably certain to be paid under residual value guarantees, the exercise price of a purchase option if reasonably certain that the option will be exercised, payments for termination penalties if it is reasonably certain that option will be exercised, any lease incentives receivable from the lessor, any other payments that are reasonably certain of being required, the future lease payments should be discounted using the interest rate the lessor charges the lessee. If the rate is not readily determinable, the lessee's incremental borrowing rate should be used, that is the interest rate the state would be charged to finance a similar asset. Variable payments based on future performance of the lessee or usage of the underlying asset, such as charges based on hours equipment was used, should not be included in the measurement of the lease. The intangible right-to-use leased asset should be recorded at the sum of the lease liability, any ancillary charges, and lease payments made to the lessor at or before the commencement of the lease

term, less any lease incentives received from the lessor at or before the commencement of the lease term.

6.4 The guidance contained herein is intended to adhere to GASB pronouncement 87 Leases. In case of any differences between Policy section 6 and GASB 87, the guidance provided by GASB 87 will prevail.

Governing Board Meeting – April 12, 2023

Agenda Item: 6

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



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Governing Board Meeting – April 12, 2023

Agenda Item: 7

Agenda Item Title:

Possible vote to go into Executive Session 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 to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney's employment contract;

Submitted By:

Legal Counsel William Whittington

Background/Discussion:

Note: Executive Sessions are confidential pursuant to A.R.S. § 38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

"Motion to go into Executive Session at (State Time) 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 to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney's employment contract;



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Governing Board Meeting – April 12, 2023

Agenda Item: 8

Agenda Item Title

Public Session. Discussion and possible action regarding possible revision to Fire Chief's employment contract.

Submitted By

Legal Counsel William Whittington
Anna Butel, Administrative Services

Background / Discussion

This motion contemplates the possible adoption of an amendment to the employment agreement.

Financial Impact(s)/Budget Line Item

n/a

Enclosure(s)

n/a

Recommended Motion

TBD -



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Governing Board Meeting – April 12, 2023

Agenda Item: 9

Agenda Item Title

New Business / Future Agenda Items

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion:

"TBD"



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Governing Board Meeting – April 12, 2023

Agenda Item: 10

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



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Governing Board Meeting – April 12, 2023

Agenda Item: 11

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



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Appendix A

A. Board Meeting Minutes from March 15, 2023

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)

March 15, 2023 Board Meeting Minutes





Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

Website | sfmd.az.gov

Governing Board Meeting Minutes

MARCH 15, 2023

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, MARCH 15, 2023. 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 Chief Whitney

C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Connie Van Driel and Director Shawn Kurian. Director Jason Moeller attended via conference phone. Director Jeff Cross was not present.

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Administrative Services Director Anna Butel, 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 February 2023 financial reports and bank reconciliations.

Motion by Director Kurian to approve the February 2023 financial reports and bank reconciliations.

Seconded by Clerk Van Driel

Vote 4 ayes, 0 nays, MOTION PASSED.

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119

Fleet Services
1455 East 18th Avenue
Apache Junction, AZ 85119

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

March Anniversaries

11 Years of Service:

Captain / Paramedic **Ryan Ledbetter**
Captain / Paramedic **Dan Elliott**
Captain **Bryan Heun**
Captain / Paramedic **Lance Frawley**
Engineer / Paramedic **Matt Perez**
Engineer / Paramedic **Adam Rodriguez**
Firefighter **Wayne Emerson**
Firefighter / Paramedic **Ryan Philips**
Firefighter / Paramedic **Brian Garten**

3 Year of Service:

Paramedic **Justin Elliott**

Community Recognition

Golden Sun RV Resort & Quilting Club – Thank you so much for the amazing dinner, your generous donation and amazing baby quilt!

3. **Call to the Public.**

None

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

- A. Board Meeting Minutes from February 15, 2023
- B. Engagement Letter with Kutak Rock LLP for Transport Services Legal services

Motion by Clerk Van Driel to approve all consent agenda items for February 15, 2023.

Seconded by Director Kurian

Vote 4 ayes, 0 nays, MOTION PASSED

5. **Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2023/2024.**

Motion by Director Kurian to approve the tax rate of \$3.47 per hundred dollars of secondary valuation for District operations, and \$0.125 special assessment related to the 2018 JPMorgan Chase Refinancing Bond for development of the Tentative Budget for Fiscal Year 2023 / 2024.

6. **Discussion and possible approval of Policies: 1015 Outside Employment, 1021 Fit for Duty, 1022 Physical Fitness and 1055 PSPRS Post DROP Employment Extension.**

Motion by Director Kurian to approve Policies: 1015 Outside Employment, 1021 Fit for Duty, 1022 Physical Fitness and 1055 PSPRS Post DROP Employment Extension.

Seconded by Director Moeller

Vote 4 ayes, 0 nays, MOTION PASSED

7. Senior Leadership Team Reports

Fire Chief Report

- Budget, Benefits & Policy
- All-staff communications meeting
- Positively AJ
- CALSC w/Labor & AFSI
- Tier II Reporting
- TNF/DFFM Wildland Cooperators Meeting
- Lost Dutchman Days Parade
- Kudos
 - Engine 265 B-Shift
 - Captain Horvath
 - Engineer Rob McMinn
 - Firefighter Stephan Wagner
 - Firefighter Ryan Elowe

Emergency Services

- Attended ROCC (Regional Operations Consistency Committee)
- Training Committee
- Tactical Cadre Meeting
- Special Events
 - Lost Dutchman Marathon – Unified Command at RTC
 - Lost Dutchman Rodeo and Carnival
 - Blues and Brews Festival
- March 3rd was AJPD Dispatcher Celeste's last set before retirement, the only thing on her bucket list not accomplished in 27 years with PD was riding on a fire truck. E263 C-shift made it happen
- Chief David Pohlmann assisted AJPD with their Lieutenant's promotional process
- March 3rd C-shift participated in the procession for Superior Fire's own Captain John Allison
- Significant Incidents
 - February 27th – Residential structure fire – Fire contained to exterior wall
 - March 1st – Residential structure fire – Quick attack, fire contained to the room of origin, no civilian or Firefighter injuries reported
 - March 4th – UTV incident – rollover with 5 total patients which included a fatality
 - March 6th – TRT rescue on Silly Mountain
- Monthly Incident Call Volume
- Training
 - East Valley Regional Academy Class 23-1 – Car Fire, Flammable Gas and Electrical Hazards and Mid-Term Test
 - Regional TRT Training
 - Crew Based Training and Hose Deployment
 - TRT – Block 2 – Rope Rescue
 - Upcoming Regional Training – Firefighter Survivability – Mayday; Ladder Ops – Vehicle Extrication
 - Tactical Cadre – Volume II; After Action Review Template
 - Monthly and YTD Training Hours
- EMS
- National Registry of Emergency Medical Technician recertification – 35 members
- Regional Meetings
 - EMS Regional Operations Consistency Committee
 - The Central Region Medical Directors Group meetings
- BSO for Chief Whitney in the Lost Dutchman Parade
- SFMD Incident Command as part of Unified Command for the Lost Dutchman Marathon

- EMS Continued
- Hospice of the Valley – Emergency Dementia Training
- Delivered New Hire EMS Orientation to our three new transportation employees with Director Warren
- Provided medical standby for our DFFM partners for their annual pack test
- Delivered Trauma Triage training in partnership with Mountain Vista Hospital
- Resource support for Special Events
 - Blues and Brews
 - Renaissance Festival
- Renaissance Festival Update
 - 206 contacts
 - 26 incidents generated through the MRDC
 - 16 transports

Transportation Services

- DHS Ambulance inspection of unit C-58
- February 2023 was the biggest cash month on record (\$416K). This is partially due to resolving the Medicare signature issue discussed at last month's meeting.
- Identified and resolved an issue with AHCCCS Health Choice that affected 81 accounts. We anticipate getting approximately \$90K in net revenue from this in March.
- Participating in a pilot run of the AZDHS BEMSTS EMS needs assessment. This will assist the bureau with guidance for future EMS initiatives, funding, and support impacting the Central Region and State.
- New Hires
 - 1 Full-Time Paramedic
 - 2 Part-Time EMT's
- Monthly Transportation Volume
- CON Compliance through February 2023

Support Services

- LPGA Meetings with Pinal County (March 23-26)
- Special Events Meeting
- United Fire Visit with Uniform Committee
- Communication Operations Meeting (Comm Ops)
- Committee Meetings (Uniform & Facilities)
- American Heart Health Month
 - 445 residents Hands-Only CPR (315 children) February only
- Completed Session 1: Chief Executive Officer Program (CEOP) in Mesa

Administrative Services

- HRSA Funding received \$114,777
- UKG Human Resources – Go live March 27, 2023
- Microsoft Teams and OneDrive Training
- PSPRS Local Board Conference
- Submitted Grants:
 - Salt River Pima Maricopa – REMS Equipment
 - Congressionally Directed Spending – EMS Equipment

Financial Services

- 2022 Worker's Comp Audit completed resulting in \$17,473 refund
- Attended Baker Tilly sponsored conference to gain insight into requirements of Single Audit
- Worked with Stifel to determine the District is NOT subject to an arbitrage rebate related to 2006 GADA/Chase Refinancing tax-exempt bonds
- Working with Point-and-Pay to make programming changes to credit card payment portal on District website

8. Possible vote to go into Executive Session 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 to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney's employment contract.

Motion by Director Kurian to go into Executive Session 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 to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney's employment contract.

Seconded by Clerk Van Driel

Vote 4 ayes, 0 nays, MOTION PASSED

9. Public Session. Discussion and possible action regarding possible revision to Fire Chief's employment contract.

Motion by Director Kurian to instruct legal counsel to proceed as directed in the Executive Session in reference to Chief Whitney's employment contract.

Seconded by Clerk Van Driel

Vote 4 ayes, 0 nays, MOTION PASSED

10. New Business / Future Agenda Items

None

11. Announcements / Document Signing

Administrative Services Director Anna Butel announced (as a reminder) the April 2023 Board Meeting was moved to Wednesday, April 12, 2023 (instead of the regularly scheduled date of April 19th).

Chief Whitney announced that on April 15th, 2023, we have the "Battle of the Badges" with AJPD at Prospector Park.

12. Adjourn

Motion by Director Kurian to adjourn the board meeting at 7:25 p.m.

Seconded by Clerk Van Driel

Vote 4 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

Board Clerk Connie Van Driel

Appendix B

B. Executive Session Minutes from March 15, 2023

Submitted By

Board Secretary Sherry Mueller

Background / Discussion

Executive Meeting Minutes are not provided to the public

Financial Impact/Budget Line Item

N/A

Enclosure(s)

No Enclosures



Appendix C

C. EMS Equipment purchase – two Lucas compression devices and three LP15 modems

Submitted By

David Pohlmann

Background/Discussion

We have capital funds for two Life Pak 15s and video laryngoscopes. After receiving the HRSA grant for one heart monitor and six scopes, we would like to use these funds to purchase two Lucas compression devices and three cardiac monitor modems. This will enhance cardiac arrest management and data collection.

Financial Impact(s)/Budget Line Item

\$55,515.10 / 200-70-7342041

Enclosure(s)

Quote for devices and modems.

PO for purchase 024014

Procurement form





2 Lucas 3 modems

Quote Number: 10656172

Remit to:

Stryker Medical

P.O. Box 93308

Version: 1

Chicago, IL 60673-3308

Prepared For: SUPERSTITION FIRE AND MED DIST

Rep: April Espinoza

Attn: Dave Pohlmann

Email: april.espinoza@stryker.com

david.pohlmann@sfmd.az.gov

Phone Number: 602-620-4294

(480) 982-4440

Quote Date: 03/28/2023

Expiration Date: 06/26/2023

Delivery Address

Name: SUPERSTITION FIRE AND MED DIST

Account #: 1276965

Address: 1455 E 18TH AVE

APACHE JUNCTION

Arizona 85119-7710

End User - Shipping - Billing

Name: SUPERSTITION FIRE AND MED DIST

Account #: 1276965

Address: 1455 E 18TH AVE

APACHE JUNCTION

Arizona 85119-7710

Bill To Account

Name: SUPERSTITION FIRE AND MED DISTRICT

Account #: 1276964

Address: 565 N IDAHO RD

APACHE JUNCTION

Arizona 85119-4014

Equipment Products:

| # | Product | Description | Qty | Sell Price | Total |
|------------------|--------------|--|-----|-------------|-------------|
| 1.0 | 99576-000063 | LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 2 | \$17,413.05 | \$34,826.10 |
| 2.0 | 11576-000060 | LUCAS Desk-Top Battery Charger | 2 | \$1,352.85 | \$2,705.70 |
| 3.0 | 11576-000071 | LUCAS External Power Supply | 2 | \$428.04 | \$856.08 |
| 4.0 | 11996-000480 | 4G Titan III Trio Modem: Verizon or AT&T WiFi/Cellular/ Audio (audio on/off configurable by customer), for use with customer data plan. Customer will obtain SIM card to configure for Verizon or AT&T | 3 | \$2,562.15 | \$7,686.45 |
| Equipment Total: | | | | | \$46,074.33 |

Trade In Credit:

| Product | Description | Qty | Credit Ea. | Total Credit |
|---------|-------------|-----|------------|--------------|
|---------|-------------|-----|------------|--------------|

ProCare Products:

| # | Product | Description | Qty | Sell Price | Total |
|-----|----------|---|-----|------------|------------|
| 5.1 | 78000703 | ProCare LUCAS Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | 2 | \$4,383.45 | \$8,766.90 |



2 Lucas 3 modems

Quote Number: 10656172

Version: 1

Prepared For: SUPERSTITION FIRE AND MED DIST

Attn: Dave Pohlmann

david.pohlmann@sfmd.az.gov

(480) 982-4440

Quote Date: 03/28/2023

Expiration Date: 06/26/2023

Remit to: Stryker Medical

P.O. Box 93308

Chicago, IL 60673-3308

Rep: April Espinoza

Email: april.espinoza@stryker.com

Phone Number: 602-620-4294

| | |
|----------------|------------|
| ProCare Total: | \$8,766.90 |
|----------------|------------|

Price Totals:

| | |
|-------------------------------|-------------|
| Estimated Sales Tax (0.000%): | \$0.00 |
| Freight/Shipping: | \$673.87 |
| Grand Total: | \$55,515.10 |

Prices: In effect for 30 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.



Superstition Fire & Medical District

Purchase Order

565 North Idaho Rd. Apache Junction, AZ 85119-4014
Phone: (480) 982-4440 Fax: (480) 982-0183



Date: March 29, 2023

TO: Stryker Sales Corporation
3800 E Centre Ave
Portage, MI 49002

Vendor ID: STRYCO

Purchase Order #: 024014

Requisition #: 23,132

Buyer: RECEPT

Created by: KJB

Created Date: 3/29/2023

Updated by: KJB

Updated Date: 3/29/2023

Ship To: Support Services
1455 E 18th Av
Apache Junction, AZ 85219

Page #: 1

Order Description: Lucas Devices & LP15 modems

| <u>Line</u> | <u>AJFD Product #</u> | <u>Description</u> | <u>GL Acct #</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Amount</u> |
|-------------|-----------------------|----------------------------|------------------|-----------------|-------------------|---------------|
| 1 | 200EMSEQUIP | EMS Equipment - Serialized | 200707342041 | 1.00 | \$55,515.1000 | \$55,515.10 |

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **\$55,515.10**

Purchasing Manager

Fire Chief

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____

PO # 024014

| LIMITS | REQUIREMENTS | APPROVALS |
|--------------------------|-------------------|--|
| \$0.00 - \$2,999.00 | FORM Not Required | Budget Manager, BC, Executive Assist., Facilities Specialist |
| \$3,000.00 - \$4,999.99 | FORM Not Required | Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager |
| \$5,000.00 - \$24,999.99 | 3 Written Bids | Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager |
| \$25,000 or MORE | 3 Written Bids | Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager AND Governing Board |

Quote #1

Vendor Name: Stryker Vendor Phone #: (602) 620 4294
 Vendor Address: strykeremergencycare.com
 Quote Description: Lucas Device Data Transfer with LPISS - Compatibility
2 Lucas Devices 3 Modems for LPISS - Compatibility
 See Attached Written Quote \$ 55,515.10

Quote #2

Vendor Name: _____ Vendor Phone #: _____
 Vendor Address: _____
 Quote Description: _____
 See Attached Written Quote \$ _____

Quote #3


Vendor Name: _____ Vendor Phone #: _____
 Vendor Address: _____
 Quote Description: _____
 See Attached Written Quote \$ _____

COMPETITIVE QUOTES / BIDS CAN BE WAIVED FOR THE FOLLOWING REASONS:

- ☐ STATE CONTRACT / INTERGOVERNMENT (State Contract Number or Government Agency Must be on)
- ☒ SOLE SOURCE PROCUREMENT (Supporting Documentation Must be with PO)
- ☐ EMERGENCY ACTION (Explanation Sent to Gov. Board Must be with PO)
- ☐ COMPETITION SOLICITED WITH NO OFFERS
- ☐ STANDARDIZATION / COMPATIBILITY REQUIREMENTS for EQUIPMENT
- ☐ TRAVELING EXPENSES with GOVERNMENTAL RATE (Standard Rate Must be Specified on PO)
- ☐ PRODUCT / SERVICE / AGENCY for EDUCATIONAL, TRAINING, EXPERIMENTAL, DEVELOPMENTAL or RESEARCH WORK
- ☒ EQUIPMENT ALREADY INSTALLED, CONNECTED, IN SERVICE AND IT IS DETERMINED ADVANTAGEOUS TO PURCHASE SAME
- ☐ ITEMS ARE SUBJECT TO RAPID PRICE FLUCTUATION OR IMMEDIATE ACCEPTANCE (Attach Supporting Documents to PO)

APPROVAL:

3/28/23
DATE


DEPT. HEAD SIGNATURE

DATE

FINANCE MANAGER

DATE

ASSISTANT CHIEF SIGNATURE

DATE

FIRE CHIEF SIGNATURE