



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

APRIL 12, 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, APRIL 12, 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

C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Connie Van Driel, Director Jeff Cross, Director Jason Moeller and Director Shawn Kurian.

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, 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 March 2023 financial reports and bank reconciliations.

Motion by Director Moeller to approve the March 2023 financial reports and bank reconciliations.

Seconded by Director Cross

Vote 5 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.

April 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**

Community Appreciation – Large Animal Rescue Operation

Thank you to Jim Burczewski of DeJulios / Simply Sorbet for supporting SFMD in providing tuition for one of our members to participate in the *Large Animal Rescue Operation* 2-day course in Phoenix. The course content was shared with the SFMD Technical Rescue Team members for use as it relates to the large equine population here in The District.

3. Call to the Public.

None

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

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

Motion by Director Kurian to approve all consent agenda items for April 12, 2023.

Seconded by Director Moeller

Vote 5 ayes, 0 nays, MOTION PASSED

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.

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.

Staff recommend approval of the recommended changes to Policy 1200.

Motion by Director Moeller 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

Seconded by Director Kurian

Vote 5 ayes, 0 nays, MOTION PASSED

6. Senior Leadership Team Reports

Fire Chief Report

- Boys & Girls Club Yesteryear Event
- Elks Lodge Youth Activities Fundraiser – E263 & BC261
- DFFM Director Nomination support
- Legislative process tracking
- Awards process – May meeting
- Budget
- Benefits
- AJ Library Poetry
- Community Development Coalition

KUDOS:

- Apache Junction Police Dispatch
- Mesa Regional Dispatch Center
- Phoenix Regional Dispatch

KUDOS Continued:

- Administrative Services
 - Anna Butel
 - Lauren Daniel
 - Lori Hlavin
 - Sherry Mueller
 - Lena Sampson

Emergency Services

- Captains' Quarterly Meeting
- Coordinating Ropes Operational Technician I Class
 - 10 members from SFMD
 - Augment certifications for REMS (Rapid Extraction Module Support)
- Budget process FY 23/24
- East Valley AC Meeting
- LPGA – Met with the lead representative – Operational review

Significant Incidents:

- 4/2 - MVA requiring 3 extrication units to extract immediate patients from the vehicle
- 4/2 – Mutual aid request for a major medical – BC261 and M262 responded. 8 patients total – 4 immediate and 4 delayed
- 4/4 – Defensive Fire – fully involved upon arrival. Fire contained to the primary structure. No civilian or firefighter injuries
- 4/9 – Residential fire – contained to single room with no extensions. No civilian or firefighter injury
- Monthly Incident Call Volume

Training

- Firefighter Recruits EVRA 23-1
 - Weeks 10 thru 15: Two-Story Fire, Basement Fire, Night Burn, Extrication, TRT Fundamentals, FF I & II Test Final Exam
- Regional Training
 - Ladder Operations – Extrication
 - TRT Block II Rope Rescue
 - Mayday Training – Firefighter Survivability – Save Your Own
- Monthly and Year-to-date Training Hours

EMS

- Renaissance Festival completed
 - 213 Contacts and 9 transports for March 2023
 - 521 Contacts and 30 transports – totals for the event
- Lost Dutchman Marathon Debrief with the City of Apache Junction
- Regional Meetings – East Valley Agency and EMS ROCC
- LPGA support
- Lucas Compression Device in service

Transportation Services

- Budget work
- Applied for AZDHS Automatic Rate Increase (3.95%)
- AEMS Educational Meeting
- AEMS Function Group Meeting
- East Valley Agency Meeting
- EMS ROCC – Ambulance billing sub-committee meeting
- Monthly Transportation Volume
- CON Compliance through March 2023

Support Services

Meetings & Events:

- ROCC Regional Maintenance Meeting
- LPGA Site Inspections & Pinal County Meetings
- St. Patrick's Day Parade at Golden Vista RV Resort
- Bike Week at Superstition Harley Davidson
- Easter Carnival at Mountain Lutheran Church
- Gold Canyon Chamber Business Fair
- Firefighter Speaker at Mountain Brook Coffee & News
- Station 263 Tour with Students from PS Academy

Fire Prevention:

- Plan Reviews – 9
- Inspections – 9
- Citizen Requests or Assistance – 5
- Environmental Requests, Permits, Concerns and Knox Box Assistance – 5

Community Risk Reduction:

- Community Events – 5
- Fire Safety Presentations – 1
- Car Seat Placements – 3
- School Pub Ed Presentations – 0
- AED/CCR Presentations – 6

Administrative Services

Grants:

- Applied for Gila River Indian Community (no match) Grant \$403,971
- Received \$411,285 ARPA funding from Pinal County
- Closed out Firehouse Subs Grant

UKG:

- System of Record – Human Resources Module
- Accruals – Signoff (UKG building and testing)
- Configuration of Benefits for Open Enrollment
- Completed the Payroll Discovery Document and Sign Off

Human Resources:

- Out of Class Pay
- Meet and Greet with the James Vincent Group
- Civilian Cancer Screenings
- 7710 / Industrial Commission – Cancer Claim Accepted (previously denied)
- Fire Mechanic I Recruitment

Technology:

- National Fire Information Reporting System (NFIRS) – SFMD in compliance
- Computer and laptop replacements for FY 2022/2023 are complete

Financial Services

- Budget preparation / coordination
 - Meetings schedule builds and updates
- Research Federal Grant, GASB, and GAAP requirement to facilitate update to Procurement Policy
- Coordinate FY 2022/2023 audit preparation with Baker Tilly (Engagement Letter, and establish submission calendar and fieldwork timing)
- Attended JVG Kick-off meeting

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.

Motion by Director Moeller 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 Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED

8. Public Session. Discussion and possible revision to the Fire Chief's employment contract.

Motion by Director Moeller to approve the third amendment to the employment contract for Fire Chief John Whitney and authorize that it be tendered to Chief Whitney for review and execution.

Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED

9. New Business / Future Agenda Items

10. Announcements / Document Signing


- Pinal County to suspend the issuance of Open Burn Permits beginning April 30, 2023
- Battle of the Badges Softball Game – Saturday, April 15th at 9:00 a.m.
- Clerk Van Driel announced there will be a Rock-Concert performed in Apache Junction in June in memory of the 10 year anniversary of the 19 fallen Firefighters from Granite Mountain Interagency Hotshots who lost their lives fighting the Yarnell Hill Fire in Yavapai County on June 20, 2013.
- Clerk Van Driel announced that the tent in Gold Canyon has an extended temporary use permit until May, 2023.

11. Adjourn

Motion by Clerk Van Driel to adjourn the board meeting at 6:39 p.m.

Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

DocuSigned by:

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Connie Van Driel, Board Clerk