



# 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)

## Governing Board Meeting Minutes

### JUNE 21, 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, JUNE 21, 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 Deputy Chief Jeff Cranmer

#### C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, 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.

#### 1. Review and approval of the May 2023 financial reports and bank reconciliations.

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

**Seconded** by Director Cross

**Vote 4 ayes, 0 nays, MOTION PASSED.**

**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

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

**June Service Anniversaries**

**29 Years of Service**

Deputy Chief **Jeff Cranmer**  
Engineer / Paramedic **Mike Wolfe**

**22 Years of Service**

Firefighter **Ryan Elowe**

**17 Years of Service**

Captain / Paramedic **Alex Dupuis**

**16 Years of Service**

Engineer **Brandon Blessum**  
Firefighter / Paramedic **Ryan Rodriquez**  
Captain / Paramedic **Geof Shively**

**Promotion**

**Sean Matuszewski**, Captain  
Promoted on 5/8/2023

**Annual Award Winner for 2023**

**Zachary Leon**, Firefighter / Paramedic – **Firefighter of the Year**

**Special Recognition for the Firefighter of the Year - Zachary Leon**

By: **Commander Bill Johnson**  
American Legion  
Apache Post 27

**3. Call to the Public.**

None

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

- A. Board Meeting Minutes from May 16, 2023
- B. Combined Resolution Affecting County Treasurer Transactions for FY2023/2024 from the Pinal County Treasurer's Office, and the Amendment to Commercial Account Signature Card from Wells Fargo Bank
- C. Transfer Funds for 6/30/2023 Chase Bond Debt Service Principal and Interest Payments
- D. Transfer Funds for 6/30/2023 Certificates of Participation (COP) US Bank Debt Interest Payment
- E. CLM and DocuSign Agreement

**Consent agenda items continued:**

- ~~F. Emergency AC Purchase for Station 261~~
- G. PNI Service Agreement
- H. Relevant Digital Marketing
- I. Affiliation Agreement with East Valley Institute of Technology (EVIT)

Chief Whitney stated that he is removing item “F” from the consent agenda, as that item does not meet the threshold of the Procurement Policy.

**Motion** by Director Cross to approve all consent agenda items except for item “F” for June 21, 2023.

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

**5. Discussion, consideration and possible action regarding the development of the Tentative Fiscal Year 2023/2024 Revenue and Expenditure Budget and adoption of Resolution 2023-06-21-07.**

**Motion** by Director Moeller to adopt Resolution #2023-06-21-07 adopting a tentative budget in the amount of \$34,227,981.00 for the fiscal year beginning July 1, 2023 and ending June 30, 2024 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.

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

**6. Senior Leadership Team Reports**

**Fire Chief Report**

- Budget
- Transitions & Implementations
- AFCA/AFDA NextGen Moderator with Captain Walka
- Recruitment & Retention survey participation
- Boys & Girls Club Charity Luncheon
- Banner Baywood
- Constant Staffing Engine 262
- Firefighter Colt Weddell – 2023 Firefighter SAFETY Stand Down
- AZ Burn Camp – 2023 Firefighter Day
  - Kudos: Captain Endres, Firefighter Gregor, Firefighter Rodriguez, Firefighter Thompson, Firefighter Willoughby

### **Emergency Services**

- Met with Operations Labor Co-Chair
- Staffing and Deployment meeting – Review current Staffing algorithms, established timeline for 2024 rebid
- Assisted with interview panel for AJPD Assistant Chief
- Met with new leadership from Banner Baywood
- Special Event Task Force – 4<sup>th</sup> of July – pre-event meeting
- Attended PCSO/SFMD Joint Training Discussion
- Follow up with Training Committee Co-Chairs – Status of current and future programs
- Attended Tactical Cadre meeting – Status of current training
- Boys and Girls Club Charity Luncheon at Fire Station 263

### **Significant Incidents**

5/26/2023 – Mutual aid response with Mesa Fire for a 1<sup>st</sup> alarm fire in county area. No injuries.

5/31/2023 – 2 Tenders responded to mulch fire in Mesa

6/1/2023 – Gas leak 2” feed, two structures evacuated. No injuries.

6/5/2023 – Structure fire – detached garage, fast attach, no injuries.

6/6/2023 – Structure fire – working attic – initial offensive strategy transition to defensive. No injuries.

6/10/2023 – Experimental aircraft crashed in to the Superstition Mountains. Reported 2 souls on board, scene turned over to PCSO.

- Monthly Incident Call Volume

### **Operations**

- SFMD Lateral Academy Firefighter Jesus Rivas

### **Training**

- Regional Ladder Company Training
- Regional Command Training
- Monthly and YTD Training Hours

### **EMS**

- Assisted with the training of two new Transportation Services employees
- Assisted with the training of a lateral transfer Firefighter
- Attended the G-300 Incident Command Class
- Attended the SFMD/PCSO joint training discussion
- Attended Banner Baywood / SFMD process discussion
- Worked throughout the month on the NEMSIS 3.5 implementation setup

### **Transportation Services**

- Attended a demo of the new ambulance billing software “Ambulance Commander”
- Continued work on transition to Ambulance Commander
  - Enrollments, integration with Image Trend
- Assisting Chief Pohlmann with NEMSIS 3.5 transition
- New hire EMT and Paramedic training
- Assisted with set up and moderated 2023 AEMS Odyssey Conference
- AZDHS Ambulance Inspection of unit C-89

## **Transportation Services Continued**

- Attended the G-300 Incident Command Class
- Attended the Banner Baywood/SFMD process discussion
- Attended the Banner Baywood Quarterly Luncheon
- Monthly Transportation Volume
- CON Compliance through May 2023

## **Support Services**

### Fire Prevention

- Plan Reviews – 9
- Inspections – 24
- Citizen Requests or Assistance – 2
- Environmental Requests, Permits, Concerns, Knox Box Assistance – 20

### Community Risk Reduction

- Community Events – 5
  - Fire Safety Presentations – 1
  - Car Seat Placements – 0
  - School Pub Ed Presentations – 0
  - AED/CCR Presentations – 3
- Lithium-Ion Battery Fire Training at Phoenix Fire
  - Special Events Meeting
  - Communications Operations Meeting
  - Community Events
    - PTES First Grade Field day
    - DVES Water Day
    - Station 263 Tour (Mueller Family)
    - Community Helpers Day at Aisling Village Preschool
    - AJ Library Summer Reading Kick-Off Event
  - July4th Fireworks / Fallout Zone Site Map

## **Administrative Services**

- James Vincent Group
  - Bellwether BPM Demonstration
- Grants
  - Gila River Awarded \$403,971.75
  - Tohono O’odham Proposal
- UKG Update – 14 Configuration Meetings
  - Completed Open Enrollment
- Development of the 2023/2024 Hiring and Promotional Plan
- Procurement Policy
- ELBO – Completed
- New Hires:
  - Sean Semrad, Paramedic
  - Nick Selover, EMT
  - Jesus Rivas, Firefighter
  - Jesse Stapleton, Fire Mechanic I

**Financial Services**

- Billed two (2) wildland fires
- FY 2022/2023 year-end procedures
- FY 2022/2023 financial audit preparations
- Medicare Ground Ambulance Data Collection model creation

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

None

**8. Announcements / Document Signing**

Clerk Van Driel announced that Pinal County will be installing a 4-way stop at Broadway and Mountain View on July 17, 2023. In addition, they are doing a traffic study at Val Vista and Prospector Road, which may bring some traffic changes.

**9. Adjourn**

**Motion** by Director Cross to adjourn the board meeting at 6:46 p.m.

**Seconded** by Director Moeller

**Vote 4** ayes, 0 nays, **MOTION PASSED**

**Governing Board Approval:**

DocuSigned by:

*Connie Van Driel*

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Board Clerk Connie Van Driel