

VERSION 1.0

October 18, 2023



BOARD OF DIRECTORS MEETING

October 18, 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 OCTOBER 18, 2023

Call in Phone Number: 480-646-1864 - Access Pin: 1234

The Board will hold a meeting on Wednesday, October 18, 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 September 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 September 20, 2023
 - B. 2023 Festival of the Superstitions Medical Staffing Agreement
 - C. Life Scan Agreement 2023
 - D. Arizona's Best Garage Door
 - E. 2023 The Wedding Venue Event Firewatch Staffing & Apparatus Standby Extension Agreement
- 5. Discussion and possible approval of Policy: 1201 Payroll.**
- 6. Discussion regarding the Fire Chief's annual evaluation process.**

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

7. 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

James Vincent Group

President Colt Weddell

8. New Business / Future Agenda Items.

9. Announcements and Document Signing.

10. 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: October 12, 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 Americans 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 – October 18, 2023

Agenda Item: 1

Agenda Item Title

Review and approval of the September 2023 financial reports and bank reconciliations.

Submitted By

James Vincent Group

Background/Discussion

James Vincent Group prepares the District's 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 September 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 **September 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



September 2023

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.

October Service Anniversaries

24 Years:

Engineer / Paramedic **Mitch McCollough**

Battalion Chief **Dave Pohlmann**

Battalion Chief **Jeremy Rocha**

16 Years:

Battalion Chief **John Walka**

Captain **Chris Robson**

9 Years:

Captain / Paramedic **Jay Nelson**

Captain / Paramedic **Jason Chapman**

Engineer / Paramedic **Colt Weddell**

Captain / Paramedic **Sean Matuszewski**

8 Years:

Engineer **Trey Schow**

Firefighter / Paramedic **Wes Fimbres**

Firefighter / Paramedic **Trace Leggett**

Fire Mechanic II **Roger Nasello**



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7 Years:

EMT **Sarah Koupal**

6 Years:

Engineer **Chris Wohlforth**

4 Years:

Firefighter **Sedona Brugman**

Firefighter / Paramedic **Joe Potter**

3 Years:

Firefighter / Paramedic **Sophie Boukatch**

Firefighter **Caleb Brown**

Firefighter / Paramedic **Anthony Pezzino**

Firefighter / Paramedic **Luke Mays**

1 Year:

Paramedic **Wyatt Reimann**

Firefighter **Nolan Willoughby**

Special Recognition

Aaron McDermid and Eleanor Vinchnski of State Farm



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Governing Board Meeting – October 18, 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 – October 18, 2023

Agenda Item: 4

Agenda Item Title

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

- A. Board Meeting Minutes from September 20, 2023 – **Appendix A**
- B. 2023 Festival of the Superstitions Medical Staffing Agreement - **Appendix B**
- C. Life Scan Agreement - **Appendix C**
- D. Arizona’s Best Garage Door - **Appendix D**
- E. 2023 The Wedding Venue Event Firewatch Staffing & Apparatus Standby Extension Agreement – **Appendix E**

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 October 18, 2023.”



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Agenda Item Title

Discussion and possible approval of Policy: 1201 Payroll

Submitted By

John Whitney, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

With the change from CYMA to UKG, many processes have become automated. Because employee payroll information is an electronic process with tables running in the background, we no longer require the manual signature process among other items. All of the same items are being completed but in a vastly different way.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Policy 1201 Payroll

Recommended Motion

"Motion to approve Policy: 1201 Payroll "



Policy 1201 – Payroll

Last Revision: 10/18/2023

1. GENERAL

The SFMD Payroll Policy outlines the strategic framework for allocating and managing public funds to support sustainable infrastructure development. The Payroll Policy ensures responsible and efficient use of taxpayer dollars for a more resilient and prosperous future.

2. 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 through a sophisticated software application. All changes to an employee's payroll (compensation and/or benefits) are to be approved prior to implementation of the change.

2.1 ADDITION OF NEW EMPLOYEES

The budget for the addition of all new employee(s) must be included in the annual Fiscal Budget adopted by the BOD. The processing of the new employee's payroll, benefits, and accruals is to be captured through the Payroll and Human Resources software application.

SFMD provides new and existing employees with 457(b) and Health Savings Account (HSA) employer contributions.

- a. Employer paid 457(b) Compensation Benefit is distributed 26 times per year up to \$1,586.00 annually.
- b. 457(b) Deferred Compensation being matched by the District (the current benefit is a dollar-for-dollar match with a maximum of \$61.00 per pay period by the District for every dollar contributed by the employee.
- c. District HSA contributions of \$125.00 are distributed 24 times per year for a maximum of \$3,000.00 annually.
- d. HSA contributions of \$125.00 will be allocated to those on the high-deductible medical plan. This does not apply to those on the low deductible plan. Employees are eligible to add supplemental funding at their own expense.

Employees can contribute to their Health Savings Account and/or 457(b) Deferred Compensation account up to the annual maximum federal IRS guidelines allow.

2.2 TERMINATION, RESIGNATION, OR RETIREMENT OF EMPLOYEE.

The final compensation (wages earned, accrued vacation, and accrued sick leave, if applicable) for an employee ending their employment with the District will be captured and approved through the Payroll and Human Resources software application.

All employee insurance premiums owed to the District, along with the date each insurance benefit ends and/or any tuition reimbursement that is refundable to the District per policy, are to be subtracted from the final compensation of the employee.

Policy 1201 – Payroll

Last Revision: ~~11/17/2021~~ 10/18/2023

1. GENERAL

~~The SFMD Payroll Policy outlines the strategic framework for allocating and managing public funds to support sustainable infrastructure development. The Payroll Policy ensures responsible and efficient use of taxpayer dollars for a more resilient and prosperous future.~~

~~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 to ensure 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 approval of additions / changes to employee's compensation and benefits ("Payroll") 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 processing of Payroll 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 through a sophisticated software application. ~~It is SFMD's intent that a~~ All changes to an employee's payroll (compensation and/or benefits) are to be approved prior to implementation of the change.

3.1 ADDITION OF NEW EMPLOYEES

The budget for the addition of all new employee(s) must be included in the annual Fiscal Budget adopted by the BOD. The processing of the new employee's payroll, benefits, and accruals are to be captured documented below, through the Payroll and Human Resources software application.

~~3.2 CHANGES TO EMPLOYEE PAYROLL~~

~~All Payroll changes must be documented in writing with the following information, where applicable, documented on the Payroll Change Form (or equivalent electronic format):~~

- ~~1. Employee Name and Employee Number.~~
- ~~2. Employee's division and shift (e.g., 56-Hour Sworn, 56-Hour Transport, etc.).~~
- ~~3. Effective Date of Payroll Change.~~
- ~~4. Employee's Current and New Job Grade, Step, and Annual Base Wages.~~
- ~~5. Percent Change in Base Wages resulting from Payroll Change.~~
- ~~6. All appropriate current and future annual incentives (e.g., TRT, BSO, SCBA, Paramedic, and/or educational incentive).~~
- ~~7. FLSA Gross Up if applicable.~~
- ~~8. Total current and total future annual compensation (wages and incentives).~~
- ~~9. For Salaried employees, current and future bi-weekly and hourly total compensation.~~
- ~~10. For Hourly employees, current and future total hourly regular, overtime, and FLSA rates.~~
- ~~11. FLSA Status of the employee.~~
- ~~12. Reason for the change in Compensation.~~
- ~~13. Cell Phone Incentive, if applicable, and the amount per pay period.~~
- ~~14. Timing and nature of the next Payroll Change.~~

~~All Payroll Change Forms must be signed by the HR Generalist (originator), and approved in writing by the Finance Director and the Fire Chief (or designee).~~

~~3.3 CHANGES TO EMPLOYEE BENEFITS.~~

~~All employee benefit changes and contributions must be documented in writing with the following information, where applicable, on the Employee Benefit Enrollment Form:~~

- ~~1. Employee Name and Employee Number.~~
- ~~2. Effective Date of Benefit Change.~~
- ~~3. District Section 125 Benefits:~~
 - ~~a. Per Pay Period (PPP) Benefit Dollars.~~
 - ~~b. PPP premium amount for all insurance coverages selected by the employee (medical, dental, vision, and/or AFLAC).~~
 - ~~c. PPP premium coverage provided by Benefit Dollars.~~
 - ~~d. PPP remaining Benefit Dollars, if any, that must be deposited into either a Health Saving Account (if the employee has selected a Health Saving Medical Plan), or the employee's 457(b) Deferred Compensation account.~~

~~e. PPP premium coverage not provided by Benefit Dollars that will be withdrawn from the employee's after tax take-home compensation.~~

~~f. PPP premium amount for short term and/or long-term disability and voluntary life insurance, if selected by employee. These premium amount(s) will be withdrawn from the employee's after tax take-home compensation.~~

~~SFMD provides new and existing employees with 457(b) and Health Savings Account (HSA) employer contributions.~~

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~~4. District 457(b) Deferred Compensation Benefit:~~

~~a. PPP 457(b) Deferred Compensation being contributed by the employee.~~

~~a. Employer paid 457(b) Compensation Benefit is distributed 26 times per year up to \$1,586.00 annually.~~

~~b. PPP 457(b) Deferred Compensation being matched by the District (the current benefit is a dollar-for-dollar match with a maximum of \$61.00 per pay period PPP by the District for every dollar contributed by the employee.~~

~~c. District HSA contributions of \$125.00 24 times per year for a maximum of \$3,000.00 annually.~~

~~b. HSA contributions of \$125.00 will be allocated to those on the high-deductible medical plan. This does not apply to those on the low deductible plan. Employees are eligible to add supplemental funding at their own expense.~~

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Employees can contribute to their Health Savings Account and/or 457(b) Deferred Compensation account up to the annual maximum allowed by federal IRS guidelines.

~~The Employee Enrollment Form is to be signed by the employee, the HR Generalist, and the Finance Director.~~

~~3.4 CHANGES TO EMPLOYEE VACATION AND SICK LEAVE ACCRUALS.~~

~~All employee vacation accrual changes must be documented in writing with the following information documented on the Employee Accrual Change Form:~~

~~1. Employee Name and Employee Number~~

~~2. Effective Date of Accrual Change.~~

~~a. Payroll will apply the accrual change within the pay period it becomes effective. There is no prorating of the change.~~

~~3. Reason for Accrual Change~~

~~The vacation and sick leave accrual balances ("bank") for employees transitioning from a 56-hour to a 40-hour shift, or vice versa, are to be factored to reflect their new shift parameters as of the effective date of~~

~~the shift transition. All per pay period accruals and usage from the effective date forward are to be accounted at their new shift parameter amounts.~~

~~The Employee Accrual Change Form is to be signed by the HR Generalist, and the Finance Director.~~

3.53.2 TERMINATION, RESIGNATION, OR RETIREMENT OF EMPLOYEE.

The final compensation (wages earned, accrued vacation, and accrued sick leave, if applicable) for an employee ~~who is ending their employment with the District~~ending their employment with the District will be captured and approved through the Payroll and Human Resources software application. ~~is to be documented on the Employee Final Paycheck Form.~~

All employee insurance premiums owed to the District, along with the date each insurance benefit ends, and/or any tuition reimbursement that is refundable to the District per policy, ~~that~~ are to be subtracted from the final compensation of the employee. ~~all employees is to be noted on the Employee Final Paycheck Form.~~

The Employee Final Paycheck Form must be signed by the HR Generalist (originator), and approved in writing by the Finance Director and the Fire Chief (or his designee).

3.6 — 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 Payroll provided Accounting Staff receive email approval from two (2) Board members.~~

The check reports are to contain the following for each check represented in the check report(s):

- ◆ ~~Vendor Name~~
- ◆ ~~Check Amount~~
- ◆ ~~Expense Account~~
- ◆ ~~Description of Expense~~

Governing Board Meeting – October 18, 2023

Agenda Item: #6

Agenda Item Title

Discussion regarding the Fire Chief's annual evaluation process.

Submitted By

Board Chairman Chamberlain

Background/Discussion

As part of the Fire Chief's contract, the SFMD Board of Directors will conduct an evaluation annually. The evaluation form lays out goals and objectives for the Fire Chief on an annual basis. This form will create a record of those goals and feedback the Chief receives.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Fire Chief Evaluation Form

Recommended Motion

N/A



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Superstition Fire & Medical District

Fire Chief Performance Evaluation Process

Purpose:

The Fire Board shall evaluate the Fire Chief's performance on an annual basis. This document sets forth the process to be used by the Board in its annual evaluation of the Fire Chief.

Process:

1. The Administrative Services Director will provide the Governing Board the Fire Chief Performance Evaluation packet in the November Board meeting.
2. The Governing Board members will return completed evaluations to the Administrative Services Director within two weeks after receiving the Performance Evaluation packet.
3. The Administrative Services Director will compile the responses into one packet and distribute to the Governing Board Members in preparation for the December board meeting.
4. Barring any corrections or changes, the Governing Board Chair may convene an executive session at the December meeting. The board members and the Fire Chief will discuss the responses from the completed packet.
5. Upon completion of the evaluation process, the Board Chair, Board Clerk, and Fire Chief will provide a signed copy to the Administrative Services Director for inclusion in the Fire Chief's personnel file.
6. The Board Chair will announce at the January Board Meeting that the process was conducted and completed.

Instructions:

There are four primary areas of this evaluation;

- Operational and Strategic Initiatives
- Organizational Culture
- Financial accountability,
- Board, Stakeholder, and Community Relations.

The Fire Chief is Responsible For:

Indicating progress toward goals on this form. Goals that were not achievable due to shifting priorities can be modified as needed. Goals will be evaluated using a Not Started (NS), In Progress (IP), and Completed (C) scale. Following each rating, there will be a section to describe success, obstacles, and resources associated with each category.

The Fire Chief will also provide a self-evaluation for the competencies associated with each area. These will be evaluated using a Growth Required (GR), Meets Expectations (ME), and Exceeds Expectations (EE) scale.

The Fire Chief will also prepare three developmental goals for the next rating period. These can include stretch assignments, formal training, leadership position in other agencies, and informal training.

Each Board Member is Responsible For:

Reviewing the attached information along with observations, feedback, and other interactions to provide a rating for each of the four sections. The Scale in Appendix A will be used for this evaluation.

The Fire Board Chair is Responsible For:

Coordinating with staff to hold an Executive Session item for Fire Chief Performance Evaluation to provide feedback from the recommendations of the different board members.

The Fire Chief Will Then:

Modify the goals of each section based on the feedback, progress, and other factors and use these to guide actions during the next evaluation period.

Operational and Strategic Initiatives:

To demonstrate success in this category, the Chief shall align systems, processes, people, and technology to achieve strategic initiatives and organizational success. The Chief will consider innovative and creative ways to address challenges and opportunities. Communication and motivation of staff to achieve objectives will be critical.

Goal	Status

Fire Chief comments regarding operational and strategic initiative goal success, obstacles, and resources allocated

Governing Board Member Comments

Rating Scale (Circle One):

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

Organizational Culture:

To demonstrate success, the Fire Chief shall develop and maintain a results-driven, accountable, and customer-focused culture. The Chief will create a culture that leverages diversity, manages conflict, develops others, and builds successful teams. The Chief will develop and execute a strategy that best uses available resources and capabilities.

Goal	Status

Fire Chief comments regarding organizational culture goal successes, obstacles, and resources allocated.

Governing Board Member Comments

Rating Scale (Circle One):

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

Financial Accountability:

To demonstrate success, the Chief will prepare and maintain a budget to achieve organizational goals and strategic initiatives. The Chief will exercise fiscal responsibility to maximize funds and research other funding opportunities. The Chief will monitor expenditures, set financial priorities, and develop a strategy for future spending.

Goal	Status

Fire Chief comments regarding financial accountability goal success, obstacles, and resources allocated.

--

Governing Board Member Comments

Rating Scale (Circle One):

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

Board, Stakeholder, and Community Relations:

The Chief will engage in effective, transparent, and clear communication with different stakeholder groups to demonstrate success. The Chief will demonstrate the ability to build coalitions with other local, state, and federal agencies to achieve common goals. The Chief will ensure that both internal and external communications foster trust and demonstrate accountability.

Goal	Status

Fire Chief comments regarding Board, stakeholder, and community relations; goal successes, obstacles, and resources allocated.

[illegible]

Governing Board Member Comments

Rating Scale (Circle One):

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

Fire Chief Self Evaluation Competency Assessment:

These will be evaluated using a *Growth Required (GR)*, *Meets Expectations (ME)*, and *Exceeds Expectations (EE)* scale. It is expected that some competencies may require growth, so please evaluate honestly.

Competency		Competency		Competency	
Action Oriented		Effective Team Building		Organizational Agility	
Active Listening		Ethics and Values		Organization Skills	
Approachability		Fairness to Direct Reports		Patience	
Business Acumen		Functional/Technical Skills		Peer Relationships	
Caring about Direct Reports		Hiring and Staffing		Perseverance	
Communication (Verbal)		Humor		Planning	
Communication (Written)		Innovation		Political Savvy	
Compassion		Integrity and Trust		Presentation Skills	
Composure		Intellectual Capacity		Priority Setting	
Conflict Management		Interpersonal Savvy		Problem Solving	
Confronting Direct Reports		Learning Agility		Process Management	
Customer Focus		Managerial Courage		Self-Development	
Dealing with Ambiguity		Managing Diversity		Self-Knowledge	
Dealing with High-Status Individuals		Managing Through Systems		Strategic Agility	
Decision Quality		Managing Vision and Purpose		Time Management	
Developing Direct Reports		Motivating Others		Timely Decision Making	
Directing Others		Negotiation		Work/Life Balance	

Individual Development Plan:

Please prepare three developmental goals for the rating period. These can include stretch assignments, formal training, leadership positions in other agencies, and informal training. Please create at least three goals with a timetable and approach to achieve those goals.

Developmental Goal #1

Developmental Goal #2

Developmental Goal #3

Developmental Goal #4

Board Member Comments

Fire Chief	Date
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Board Chair	Date
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Appendix A:

The Board will use the information provided, observations, and feedback to provide ratings.

Exceeds Expectations	<p>Aligns people, process, and systems with mission activities and strategic initiatives in a creative and innovative way</p> <p>Engages staff to embrace change and achieve high standards</p> <p>Forecasts situations, develops plans to achieve them, and communicates specific strategies to staff</p> <p>Analyzes budgets and considers creative ways to gain funding or shift priorities</p> <p>Actively seeks the input of others when analyzing situations and determining the appropriate response</p> <p>Achieves majority of stated goals and objectives that are controllable</p> <p>Demonstrates long-term vision for all evaluation areas</p> <p>Creates a high performing organization and engages staff to achieve high standards of performance, customer service, and communication</p> <p>Exhibits a high degree of self-development, encourages feedback from others and demonstrates improvements</p>
Meets Expectations	<p>Aligns people, process, and systems with a majority of mission activities and strategic initiatives; develops plans to address areas that are not aligned</p> <p>Able to forecast situations and address them in a proactive manner</p> <p>Communicates with trust, confidence, and appropriate tone in most situations</p> <p>Reviews budgets and recommends changes</p> <p>Analyzes situation and develops creative or innovative solutions where appropriate</p> <p>Achieves stated goals and objectives</p> <p>Able to demonstrate vision for most evaluation areas</p> <p>Most staff are engaged to demonstrate high performing work behaviors for performance, customer service, and communication</p> <p>Aware of most growth areas and is able to develop strategies to address these</p>
Growth Opportunity	<p>Some alignment of people, process, and systems with organizational mission and strategic planning</p> <p>Demonstrates a reactive approach to some situations that could have been addressed proactively</p> <p>Engages in communication that can be perceived as vague or unclear on some occasions</p> <p>Demonstrates a methodical approach to decisions that may lack innovation or creativity</p> <p>Adheres to current budget without modification based on revised needs or changes to funding sources</p> <p>Adopts short-term approach to goals and timelines</p> <p>Achieves minimal stated goals and timelines</p> <p>Exhibits some behaviors that are consistent with a high performing work organization, but not all staff are engaged to achieve the goals</p> <p>Not able to identify growth areas and develop plans for self-development</p>

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 – October 18, 2023

Agenda Item: 8

Agenda Item Title

New Business / Future Agenda Items

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion:

"TBD"



Go to Item 9

Go to Agenda

Governing Board Meeting – October 18, 2023

Agenda Item: 9

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



Go to Item 10

Go to Agenda

Agenda Item Title

Adjournment

Recommended Motion:

"Motion to adjourn the Board meeting."



Appendix A

A. Board Meeting Minutes from September 20, 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)

September 20, 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

SEPTEMBER 20, 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, SEPTEMBER 20, 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 Elise Chapman

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, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Administrative Services Director Anna Butel, Finance Director Roger Wood, Chief Dave Pohlmann and President Colt Weddell. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary. Attorney William Whittington attended via conference phone.

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

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

Seconded by Director Kurian

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.**

September Anniversaries

25 Years of Service: Assistant Chief **Richard Mooney**

Engineer **Jose Sepulveda**

Firefighter / Paramedic **Nat Erickson**

23 Years of Service: Engineer **John Taylor**

21 Years of Service: Captain / Paramedic **Craig Halver**

Engineer / Paramedic **James Crowley**

Engineer **Aaron McDonald**

18 Years of Service: Captain / Paramedic **Tanner Fox**

Engineer **Rob McMinn**

17 Years of Service: Firefighter / Paramedic **Eric Ellsworth**

Firefighter / Paramedic **Ken Simkins**

6 Years of Service: Captain / Paramedic **Zachary Leon**

EMT **Jack Hafer**

5 Years of Service: Captain / Paramedic **Travis Yates**

2 Years of Service: Firefighter **Layni Rodriguez**

1 Year of Service: Paramedic **Isabelle Worden**

PROMOTIONS

Battalion Chief **John Walka**

Battalion Chief **Jeremy Rocha**

Captain / Paramedic **Zachary Leon**

Captain / Paramedic **Jason Chapman**

Engineer / Paramedic **July Ritschel**

RETIREMENTS

Battalion Chief **Brett Broman – 28 Years**

Battalion Chief **Amy Brooks – 30 Years**

Appreciation

Salt River Pima-Maricopa Indian Community – 12% Grant Program

3. Call to the Public.

None

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

- A. Board Meeting Minutes from August 16, 2023
- B. Engagement and Retainer Agreement to retain Cynthia K. Kelley, Esq. of Kelley Law Group (in association with the Kraw Law Group), as the Local Pension Board attorney effective October 1, 2023
- C. 2023 The Wedding Venue Event Firewatch Staffing and Apparatus Standby Agreement

Motion by Clerk Van Driel to approve all consent agenda items for September 20, 2023.

Seconded by Director Cross

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

5. Senior Leadership Team Reports

Fire Chief Report

- Interviews (Paramedic & EMT)
- PFFA/AFDA/AFCA – Joint Statement of Principles
- COPA Health – Emergency Preparedness Seminar
- AFCA New Chief’s Seminar
- FF Collaborative Research Project
- EVRA 23-2 Recruit Orientation Family Night
- DPCA Awards
- Career Survival Group
- AJ/Pinal County Economic Development
- Fire Chief Forum
- Recruitment & Retention
- IAFF Fallen Firefighter Memorial

Emergency Services

- Lithium Battery Protocol – AJPD and SFMD
- Attended Image Trend Training and Q & A
- Virtual Meeting with Coach Hutch – AJHS Athletic Director
- Attended Career Survival Presentation at GRPSTC
- Hospital Bed Delay Meeting – Internal
- Operations Meeting
- DPCA Awards

Significant Incidents

- 8/21/20223 – Patient was extracted from a roof and transported to Baywood for evaluation – E265, E263, BC261
- 8/27/2023 – Working garage fire. Quick knock down, fire contained to NE corner of the garage – E263, LT263, E261, BC261 – no injuries

- 9/8/2023 – Initial dispatch – pediatric code – crews with immediate transport to Cardon’s. Outcome – patient has an extensive medical history – extremely low oxygen levels, which increased with treatment. The patient crying and reaching for their mom upon arrival at the emergency – E261 Knock down & Fire Control
- Monthly Report / Daily Report

Training

- East Valley Recruit Academy 23 -2
- Probationary Firefighter Training
- Regional Command Training
- Future TRT Captain Jason Chapman
- Command Training – Electric Vehicle and Battery Storage Facility – High-rise / Mid-rise
- Regional Ladder Training
 - Building Construction and Ladder Company Fundamentals
- Six Firefighters attended Hydraulics class at State Fire School and 1 transport personnel attend a crisis support class
- Regional TRT – Skills Evaluation and Structural Collapse
- Monthly Training Hours
- Year to Date Training Hours

EMS

- Banner Desert Outreach – Medical Director, Trauma Coordinator and Pre-hospital Coordinator
- Attended Regional Command Training
- EMS Regional Operations Consistency Committee (ROCC)
- Arizona Ambulance Conference
- Two-day Image Trend Work Session
- Four-day New Chief Seminar
- Training Meeting with AJPD

Transportation Services

- Attended the Arizona Ambulance Association Conference (AZAA)
- DHS Inspection of unit C-86
- Banner Desert EMS Luncheon
- Medicare Ground Ambulance Data Collection System
- New Hire Training for Paramedic Kaitlin DuPaul
- EMS ROCC meeting, AEMS Board of Governors meeting, AEMS Education Committee meeting
- CON Compliance through August 2023
- Monthly Transportation Volume

Support Services

- Fire Prevention
 - Plan Reviews – 28
 - Inspections – 15

- Citizen Requests / Assistance – 3
- Environmental Requests, Permits, Concerns, Knox Box Assistance – 13
- Community Risk Reduction
 - Community Events – 2
 - Fire Safety Presentations – 0
 - Car Seat Placements – 1
 - School Pub Ed Presentations – 3
 - AED/CCR Presentations – 4
- Community Events
 - Avalon Elementary Patriot Day Ceremony
 - Mad Science Event – SFMD vs AJPD with Parks & Rec in Watermelon Bust
- Mechanic Roger Nasello taught Pump Theory at Arizona State Fire School
- Panel Member for AJPD Commander interviews
- Rock 2 Remember Meetings
- Image Trend Training in Scottsdale
- Drowning Coalition Awards
- Facility Committee Station Repair Visits
- Lithium Battery Discussion with AJPD
- Career Survival Program at Glendale Training
- Local Emergency Planning Committee (LEPC) Meeting
- City Special Events Meeting
- Contract Discussion Meeting for Wedding Venue

Administrative Services

UKG Payroll

- Parallel 1 – Completed for the September 1st pay date
- Parallel 2 – In process for September 15th pay date
 - Telestaff to UKG Ready
 - Payroll Comparison for the September 29th pay date
 - Go live for the October 13th pay date
- Grant Update
 - SAFER grant closeout
 - GRIC received \$201,986 – Ambulance
- SRPMIC awarded \$111,983.83
 - Pass through with the City of AJ – Radio Upgrade & TRT Equipment
- Financial Services
 - James Vincent Group
 - ARPA Submission 8/31/2023 - \$804,689.19

JVG reviewed payrolls from October 2021 to June 2022 and captured eligible hourly wages applicable to ARPA

- Firefighter Recruitment
 - Applied (103)
 - Firefighter written exam (66)
 - Passing (61)
 - Panel Interviews (51)
 - Passing (28)
 - Intern Academy October 7th & 8th
 - Mesa Fire Academy – January/February 2024
- Kaitlin DuPaul – Paramedic – Transportation Services

6. New Business / Future Agenda Items

None

7. Announcements / Document Signing

Clerk Van Driel announced the following:

- Wildland Firefighter Legend Buck Wickham passed away
- Pinal County is looking at potential sites for electric vehicle charging stations
- City of Apache Junction will be receiving a grant from FEMA for improvements to Weeks Wash. Pinal County is partnering with the City on this project.
- October 6, 2023 – Dedication at the Rodeo Grounds
- Pinal County Public Works in association with ADOT and Town of Queen Creek working together to develop Central Arizona Parkway. It is designed to run along the western side of the CAP canal. The County has setup several meetings with the Public for their input.
- The Peralta Way meeting has been changed to October 19, 2023
- Rockin' 2 Remember Concert has been cancelled
- Hackamore area – BLM has received comments and will soon announce their decision for changing the use in this area. The public will have 30 days to comment on the decision.

8. Adjourn

Motion by Director Cross to adjourn the board meeting at 7:10 p.m.

Seconded by Director Moeller

Vote 5 ayes, 0 nays, MOTION PASSED

Governing Board Approval:

Board Clerk Connie Van Driel

Appendix B

B. 2023 Festival of the Superstitions Medical Staffing Agreement

Submitted By

Assistant Chief Richard Mooney

Background/Discussion

The Festival of the Superstition Medical Staffing Agreement is a contract between the Superstition Fire & Medical District and the Apache Junction Chamber of Commerce. The Festival of the Superstitions is scheduled for November 11, 2023, at Flat Iron Park.

Financial Impact(s)/Budget Line Item

The contract provides for partial cost recovery.

Enclosure(s)

2023 Festival of the Superstition Medical Staffing Agreement





Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

Website | sfmd.az.gov

October 18, 2023

Mary Ann Przybylski– President/CEO

Apache Junction Area Chamber of Commerce

Festival of the Superstitions

480-982-3141

maryannp@ajchamber.com

Re: **2023 Festival of the Superstitions; Medical Staffing Agreement**

Mary Ann Przybylski,

This Medical Staffing Agreement represents the cost associated with providing Emergency Medical Services (E.M.S.) to staff a Medical Aid Station for the Festival of the Superstition on November 11, 2023. This is a joint agreement between the Apache Junction Area Chamber of Commerce and the Superstition Fire & Medical District and is only valid for the scheduled event of November 11, 2023. This Agreement provides for one E.M.T. Basic provider and one Paramedic Advanced provider to serve as medical aid services.

Both parties agree upon the following obligations as per the execution of this Agreement for services:

Fire District's Obligations:

1. Provide one (1) State Certified Paramedic, advanced level provider, and one (1) State Certified E.M.T., basic level provider, to staff a medical aid station at the special event located at Flat Iron Park 100 N. Apache Trail, Apache Junction, AZ 85120, on Saturday, November 11, 2023, from the hours of 10:00 a.m. until 3:00 p.m.
2. Provide all necessary advanced life support equipment required for Paramedic level care.
3. Provide all necessary disposable medical supplies.
4. Provide communications equipment for contact with Mesa Regional Dispatch Center for requesting additional resources for the treatment or transport of patients at the event.
5. Provide for the disposal of medical waste or other biohazard materials generated by the treatment of patients at the event.

Apache Junction Area Chamber of Commerce Obligations:

1. Agree to payment for services of one (1) State Certified Paramedic provider and one (1) State Certified E.M.T. provider to staff a medical aid station at the special event located at (Flat Iron Park) 100 N. Apache Junction, AZ 85120, on Saturday, November 11, 2023, from the hours of 9:00 a.m. until 3:30 p.m. (6.5 hours total per provider) per Schedule 'A' (attached). The hours include travel, setup & preparation time, festival hours, and returning equipment & personnel.
2. Provide a secure and centralized location for the staging of an Emergency Vehicle. This location shall have direct access in and out of the festival grounds to avoid any delays in the transportation of patients or response of additional emergency vehicles.
3. Signage to identify the medical aid service's location.
4. Provide radio equipment to facilitate communications between the medical aid station staff, the event security staff, and the event coordinators throughout the duration of the event.
5. Provide unobstructed access at all times for emergency vehicle traffic into the event.

Miscellaneous Provisions:

1. Indemnification: To the fullest extent permitted by law, Apache Junction Area Chamber of Commerce shall defend, indemnify, and hold harmless the Fire District, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Agreement by the Apache Junction Area Chamber of Commerce, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance the Apache Junction Area Chamber of Commerce may be legally liable. Nothing herein shall be construed to modify the gross negligence standard in A.R.S. § 48-818. +
2. Non-appropriation: This Agreement shall be subject to available funding for the Fire District, and nothing in this Agreement shall bind the Fire District to expenditures in excess of funds appropriated and allotted for the purposes outlined in this Agreement.

If all conditions and obligations are agreed upon by parties, the Fire District and Apache Junction Area Chamber of Commerce, this document and representative(s) signature(s) shall be considered and accepted as a binding agreement. Affixed signatures and receipt of payment must be received in advance of the scheduled event date at our administration office located at 565 N. Idaho Rd, Apache Junction, AZ, 85119, for this Agreement to remain valid.

Pursuant to A.R.S. Section 38-511, the Fire District may terminate this Agreement.

Superstition Fire and Medical District

Apache Junction Area Chamber of Commerce

Board Chair: _____

Agent: _____

Printed: _____

Printed: _____

Board Clerk: _____

Co-Agent: _____

Printed: _____

Printed: _____



Superstition Fire & Medical District

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SCHEDULE 'A'

Cost based on two personnel for a total of 6.5 hours each (9:00 am through 3:30 pm)

<u>Personnel costs for each position who may work the event:</u>	<u>Cost for 6.5 hours.</u>
--	----------------------------

- | | | |
|-----------------------|-----------|-------|
| • Certified Paramedic | \$80/hour | \$520 |
| • Certified EMT | \$70/hour | \$455 |

Apparatus Cost (1000-1500)		<u>Cost for 5 hours</u>
• UTV Cost per Hour	\$50.00/hour	\$250

Total cost: (Personnel cost/hour plus apparatus cost/hour)		\$1225
---	--	---------------

One-time 50% discount:	\$612.50
------------------------	-----------------

Upon provision of services, the Superstition Fire & Medical District will Invoice the total cost based on the personnel who work the event, as displayed above. The Invoice is payable within 30 days of receipt.

Appendix C

C. 2023 Life Scan Agreement

Submitted By

John Whitney, Fire Chief

Anna Butel, Admin Services Director

Background/Discussion

The Life Scan Agreement was brought before the board previously. Due to scheduling and operational needs, it became apparent that two additional days were needed to complete the physicals. The additional days of October 30th and November 16th are the only changes made to this agreement.

Financial Impact(s)/Budget Line Item

Annual physicals are part of joining the IAFF Trust

Enclosure(s)

2023 Life Scan Agreement





DEPARTMENT SCHEDULING AND ADDITIONAL TESTING AGREEMENT

Year: 2023

Department Name: Superstition Fire & Medical District

Address: 3700 E. 16th Ave. Apache Junction, AZ 85119

Contact Name: Anna Butel and Chief Brian Reed

Email: anna.butel@sfmd.az.gov & brian.reed@sfmd.az.gov

Anna's Cell Phone: 480-225-2317

Location for physicals: same as above

Set up: 7:30am, start at 8:30am Number of physicals: 108 Number of days: 14 days

Blood Draws: RX to Station, members to go to local Lab Corp at least 10 days before their physicals

Type of Contract or Agreement: ☐ RFP/Contract ☐ Sole Source ☐ Piggyback

Contract /Agreement Dates: 10/30 – 11/16/2023, no weekends

Life Scan Base Price: \$650.00, IAFF Trust, **obtain contract with Sonora Quest (Apache Junction) for labs for 2024**

Additional Labs and Tests: Check if agreed to additional tests/labs

Yes	Test/Lab	Price	Qty	Notes
x	WI-FI REQUIRED			
x	Fit for Duty			Sent to: Alena Sampson, alena.sampson@sfmd.az.gov

Client Agreement: As an authorized representative I have reviewed and agree to these terms, dates, additional tests, labs, and pricing.

Client Name and Title: _____

Signature: _____ Date: _____

Life Scan Representative Name and Title: Jennifer Connelly – Administrative Director

Requirement: 3 private rooms (10 x 10 is sufficient), one room needs to have a treadmill with at least a 15% incline. Each room should have a trash can and a small table and two chairs if possible.

***About 6 weeks before your departments physicals you will receive an email from Haley with all of your physical paperwork and information, including lab scripts.

Appendix D

D. Arizona's Best Garage Door

Submitted By

John Whitney, Fire Chief

Richard Mooney, Assistant Chief

Anna Butel, Admin Services Director

Background/Discussion

When station 265 was built, the roll-up door panels were custom-built with an installed wood overlay. The overlay makes the doors heavy, creating problems with the motor pulling the door up.

To remedy the issue and lower costs over the long term; it is recommended that the doors be replaced with a simulated wood grain panel that will have the same look as the previous panels but weigh significantly less.

Procurement

Three quotes were obtained for comparison, and Arizona's Best was the most cost-effective.

(Last year's repair cost was \$8,950.49)

Financial Impact(s)/Budget Line Item

\$37,400.00 – 200 Fund Approved Decision Package

Enclosure(s)

Arizona's Best Garage Door Quote





ARIZONA'S BEST GARAGE DOOR
AND REPAIR COMPANY
480-485-5505
550 West Southern Ave Suite 2
Mesa Az, 85210
info@azbestgaragedoorrepair.com
ROC320355
www.azbestgaragedoorrepair.com

Estimate 37899187
Job 36932531
Estimate Date 4/5/2023
Customer PO

Billing Address
Superstition Fire and Medical
1455 East 18th Avenue
Apache Junction, AZ 85119 USA

Job Address
5265 Superstition Fire and
Medical
9294 East Don Donnelly Trail
Gold Canyon, AZ 85118 USA

Estimate Details

New Steel Composite Overlay Garage Doors : 3 new garage doors with new hardware and springs. We will use the 3" track that is currently there.

Task #	Description	Quantity	Your Price	Your Total
CPH	INSTALLATION OF NEW DOORS, HARDWARE, SPRING LINE AND SPRINGS. SCISSOR LIFT AND MULTIPLE TECHS	1.00	\$8,350.00	\$8,350.00
CHI2327-14x14	Exact Size = 14'2" x 14 Color = Dark Oak Radius = Vaulted Radius Headroom= TBD Special Instructions= Pre-finished Colors Available: White, Almond, Sandstone, Brown, Black, Gray 2" thick sections Tongue and groove section joints Section Heights: 18", 21", and 24" Heavy duty hardware End stiles: 20 ga, painted white 10 - 13" Ball Bearing Nylon Rollers 1-13/16" polystyrene insulation bonded to interior & exterior steel skins" 15" radius bracket mount track Available in 3" height increments No lock	3.00	\$10,850.00	\$32,550.00

#	Description	Total
FMSP	Flre And Medical discount applied when hve service plan active	\$-3,500.00

Potential Savings	\$0.00
Sub-Total	\$37,400.00
Tax	\$0.00
Total	\$37,400.00
Est. Financing	\$740.52

Commercial installations are covered by a 1 year workmanship warranty. Parts are covered by manufacturer warranties.
Warranty does not cover batteries, misaligned or blocked sensors or travel and limit settings. (\$135.00/Trip Charge on non-warrantied jobs). Returned check fee:
\$25.00 AZ ROC 320355

I hereby agree to the price {authorizedamount} and authorize
Arizona's Best Garage Door and Repair Company
to complete the work described on the estimate.
Nonstock garage door orders and custom gates have a cancelation fee of 75% after 72 hours.

Appendix E

E. 2023 The Wedding Venue Event Firewatch Staffing & Apparatus Standby Extension Agreement

Submitted By

Assistant Chief Richard Mooney

Background/Discussion

The Wedding Venue Event Firewatch Staffing & Apparatus Standby Extension Agreement is needed because the sprinkler and water supply systems are not operational for another 70-80 days. The wedding events listed were scheduled assuming the fire protection systems would be functional. Instead of canceling and rescheduling the events, The Wedding Venue contacted SFMD for their options. If the fire protection systems become operational before any additional scheduled events, the Wedding Venue can cancel the standby if they give 48-hour notice to SFMD. The Wedding Venue is required to obtain a Temporary Use Permit from the city of Apache Junction in order for the contract to be enacted.

Financial Impact(s)/Budget Line Item

The contract is a cost recovery system based on our event standby employee rates and apparatus contracted rates.

Enclosure(s)

2023 The Wedding Venue Firewatch Staffing & Apparatus Standby Extension Agreement





Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

Website | sfmd.az.gov

September 20, 2023

Dr. M. Russell Giveans
The Wedding Venue
2014 S. Starr Rd.
Apache Junction, AZ 85119
Russell.giveans@gmail.com
1-504-231-4007

2023 The Wedding Venue Event Firewatch Staffing & Apparatus Standby Extension Agreement

Mr. Giveans

This Fire Suppression & Apparatus Standby Extension Agreement represents the cost associated with providing fire suppression standby protection to staff a Fire Tender Apparatus for all events scheduled at the Wedding Venue until the water supply and sprinkler systems are operational. This joint agreement between the Wedding Venue and the Superstition Fire & Medical District is valid for the following dates in 2023: November 3, 4, 9, 10, 11, 18, and 20. The December dates are as follows: 1, 2, 3, 8, 9, 15, 16, 23, 30, & 31. This agreement provides for two fire suppression personnel and one fire support tender for the purpose of a fire standby for scheduled events at the Wedding Venue in Apache Junction.

The following obligations are agreed upon by both parties as per the execution of this agreement for services:

Fire District's Obligations:

1. Provide two Certified Fire Personnel to staff the fire support tender at The Wedding Venue, 2014 S. Starr Road, Apache Junction, AZ 85119, for scheduled events at the location.
2. Provide all necessary fire personnel, fire equipment, EMS jump bag, and water needed for a fire response.
3. Provide communications equipment for contact with Mesa Regional Dispatch Center for the purpose of requesting additional resources for fire and medical emergencies at the location.

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

The Wedding Venue Obligations:

1. Agree to payment for services to staff two fire suppression personnel and the cost of an apparatus for a fire standby at the special events located at The Wedding Venue, 2014 S. Starr Road, Apache Junction, AZ 85118, for all event dates listed in the agreement per Schedule 'A' (attached).
2. All events at The Wedding Venue will be scheduled in a minimum of a 4-hour block. This time frame may include the ½ before and after for preparation and breakdown.
3. Provide a secure and centralized location for staging the Support Tender. This location shall have direct access in and out of the event grounds to avoid any delays in fire suppression activities.
4. Provide unobstructed access at all times for emergency vehicle traffic into the event.
5. Provide at least 48-hour notice to SFMD for all event cancelations. The contact person is Assistant Chief Richard Mooney (email richard.mooney@sfmd.az.gov and phone number 1-480-676-8099).
6. Must meet the City of Apache Junction building and safety codes to obtain a Temporary Use Permit. The items to be addressed include the following: provide a safe and secure project site, make parking and restroom facilities available, give the expected number of guests and have exit plans for each event, and meet the city noise and operating conditions as outlined in permit requirements (P-22-50-CUP). Failure to meet the city requirements and obtain the Temporary Use Permit will cancel the contract.

Pursuant to ARS Section 38-511, the Client may cancel this agreement for conflict of interest.

If parties agree upon all conditions and obligations, the Fire District and Wedding Venue, this document, and representative(s) signature(s) shall be considered and accepted as a binding agreement. Affixed signatures and receipt of payment must be received in advance of the scheduled event date at our administration office located at 565 N. Idaho Rd, Apache Junction, AZ, 85119, for this agreement to remain valid.

Superstition Fire & Medical District

The Wedding Venue
Dr. M. Russell Giveans

Board Chair: _____

Agent: _____

Printed: _____

Printed: _____

Date: _____

Date: _____

SCHEDULE 'A'

Scheduled Event Date & Times

November 3, 2023, 1700-2300	November 10, 2023, 1700-2300
November 4, 2023, 1700-2230	November 11, 2023, 1700-2300
November 9, 2023, 1600 2100	November 18, 2023, 1700-2300
November 20, 2023, 1700-2300	December 1, 2023, 1700-2300
December 2, 2023, 1700-2300	December 3, 2023, 1700-2300
December 8, 2023, 1700-2300	December 9, 2023, 1700-2300
December 15, 2023, 1700-2300	December 16, 2023, 1700-2300
December 23, 2023, 1700-2023	December 30, 2023, 1700-2300
December 31, 2023, 1700-2300	

Cost is based on two personnel for the total time that the crew is covering the event; it will also include ½ hour before the event to allow the crew to check off the apparatus and equipment and ½ hour after the event to return equipment and apparatus to its proper station and a ready-state.

Personnel & Equipment costs:

- 1 Certified Firefighter Paramedic: \$80.00 per hour
- 1 Certified Firefighter EMT: \$70.00 per hour
- 1 Support Tender Apparatus & Equipment: \$125 per hour (4 hour minimum)

Costs will be based on the certification level of the personnel assigned to the event. SFMD will send an invoice at the completion of services rendered.

*These costs represent average hourly overtime rates for personnel based on current SFMD overtime rates. These costs can be used to calculate additional resources if needed.

Upon provision of services, the Superstition Fire & Medical District will Invoice the total cost as displayed above. The Invoice is payable within 30 days of receipt.