



# 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

### OCTOBER 18, 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, OCTOBER 18, 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 5:31 PM.](#)

#### A. Call to Order

Chairman Chamberlain called the meeting to order at 5:31 PM.

#### B. Pledge of Allegiance

The Pledge of Allegiance led by Chief Pohlmann

#### C. Roll Call

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

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Richard Mooney, Transportation Services Director Billy Warren, Administrative Services Director Anna Butel, Chief Dave Pohlmann and President Colt Weddell. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary and Ben Archer with James Vincent Group. Attorney William Whittington attended via conference phone.

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

**Motion** by Director Moeller to approve the September 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 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.**

**OCTOBER 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 Fimbrez**  
Firefighter / Paramedic **Trace Leggett**  
Fire Mechanic II **Roger Nasello**

**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 McDermitt and Eleanor Vinchinski of State Farm

**3. Call to the Public.**

None

**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

**Motion** by Director Cross to approve all consent agenda items for October 18, 2023.

**Seconded** by Director Moeller and Clerk Van Driel

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

**5. Discussion and possible approval of Policy:1201 Payroll**

**Motion** by Clerk Van Driel to approve Policy 1201 Payroll

**Seconded** by Director Cross

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

**6. Discussion regarding the Fire Chief’s annual evaluation process**

A blank evaluation packet from 2022 was provided to the Board for review. At the November 15, 2023 Board Meeting, the Board will have a discussion and receive the 2023 evaluation packet for their evaluations. At the December 20, 2023 Board Meeting, there will be an Executive Session to go over the Chief’s annual evaluation with him. Chief Whitney will make a presentation at that time.

**No Motion**

**7. Senior Leadership Team Reports**

**Fire Chief Report**

- Recruitment & Retention Discussions
- All-Staff Meeting
- Firefighter Interviews
- East Valley Fire Chiefs
- City of AJ Management Analyst
- AJUSD / AJ Lunch
- Swift Water Rescue Data
- Staff Work!
- Kudos to Administrative Services Team – UKG Implementation
- Intern Academy 23-2
- Chief’s Read & Cranmer
- Captain’s Elliott, Endres, Frawley, Ledbetter & Leon

- Engineer's Nelson & Schow
- Firefighter's Andrews, Avakian, Hammer, Garman, Langenhorst, Logsdon, Mays, L. Rodriguez, Schaeken, Ta'ase, Thompson, Whilloughby
- EMT Mueller
- Kudos
  - Engine 261 – Captain Endres, Engineer Schow, Firefighter Garten, Firefighter Arbit
  - Medic 262 – Paramedic Silva, Paramedic Whetstine
  - Engine 263 – Captain Halver, Engineer Fuller, Firefighter Spidle, Firefighter Tavares
  - Medic 263 – Paramedic Bassett, Firefighter Brown
- AFCA Chief Executive Officer Program Cohort 2
- Command Performance – “Heal the Hero Foundation”
- 10 Firefighter Recruit candidates on the hiring list

### **Emergency Services**

- Staffing – bids, shift balancing, medic count, prepping for SFMD Rebid
- Promotional Meeting – Discussion on timelines for 2024 Captains and Engineer promotional processes
- All Staff Meeting
- Labor / Management Meeting
- Intern Academy

### **Significant Incidents**

9/22/2023 B-Shift: Commercial Fire – Midrise (Marriott Crismon/U.S. 60) 4<sup>th</sup> floor room with smoke. Discovered not to be smoke. Suspected to be Freon, added Hazmat component

9/24/2023 C-Shift: Double Shooting – one deceased

9/28/2023 B-Shift: Major Medical MVA. SV ran into a disconnected dump trailer on the 60/U.S./Crismon. 4 patients (1 immediate) with driver trapped

10/3/2023 B-Shift: Working attic fire in Gold Canyon. Dispatched initially for smoke from the vents. Great job by L264. First on scene, heavy smoke from all gable vents. Fire control quickly declared. Fast and calculated efforts saved this fire from going defensive. 50% of the attic was involved

10/4/2023 B-Shift: 2 & 1 Medical motor vehicle accident (Delaware and Apache Trail) three-vehicle accident. Minor injuries

10/4/2023 B-Shift: Apartment fire. BC261 (command), E263 (treatment), and Mesa units. Grease fire extended in kitchen

- Continuum Monthly Report

### **Training**

- Intern Academy 23-1
- Fire Blanket for EV
- Crew based training

- EVRA 23-2 week 8
- Recruits Hansen, Markham, Gomez, Steinepreis, Doolen
- Training on turnout times, SCBA drills, skills course, hose pulls, Hazmat, live burns exterior fire and garage fire
- Crews working on FF probation packets
- Personnel working Can Act Engineer Packets
- EV Steering Committee Meeting at Tempe Fire Training
- Intern Academy
- EV Cadet Program
  - Captain Garcia – Lead
  - Captain Shively
  - FF Schaeken
  - FF Willoughby
- Monthly and YTD Training hours

### **EMS**

- Continuing Education with Dr. Solem
- Intelligent Dispensing Systems for pharmacy supplies installed at 261 and 263
- EMS Committee meeting
  - CQI
  - Development of TSP Probationary Packet
  - Equipment updates - researching
- Regional Meetings
- RECERT – Education/Drill
- Since 10/1/2022:
  - 6021.5 assigned hours
  - 5303 completed course hours
  - FY23/24 to date: 1144 CEU Hours
  - 1070 EMS CE JBL hours (678.5 ALS and 391 BLS)
  - 74 CE hours in person with Dr. Solem

### **Transportation Services**

- DHS ambulance inspection of C-88
- Medicare Ground Ambulance Data Collection submitted
- EMS ROCC – Ambulance Billing Sub-Committee meeting
- AEMS Education Committee meeting
- AEMS Board of Governors meeting
- East Valley Agency Meeting
- Monthly Transportation Volume
- CON Compliance through September 2023

## **Support Services**

### Fire Prevention

- Plan Reviews – 16
- Inspections – 10
- Citizen Requests or Assistance – 5
- Environmental Requests, Permits, Concerns, and Knox Box Assistance – 20

### Community Risk Reduction

- Community Events – 2
- Fire Safety Presentations – 1
- Car Seat Replacements – 2
- School Pub Ed Presentations – 3
- AED / CCR Presentations – 1
- 263 Station Tour with Brookdale Residents
- Participated in AJUSD Wellness Fair
- CPR Demo at City’s “Parents Learn Too” Event
- DFM Tina Gerola
  - Child Passenger Safety Training – 8 hours
  - Fire Prevention Seminar – 8 hours
- Monthly special events meeting
- TRWC Board of Directors Meeting
- City Event at Rodeo Grounds: Transfer of Ownership to City

## **Administrative Services**

- UKG Core Modules Completed:
  - Human Resources
  - Payroll
  - Time
  - Compensation
  - Accruals
  - Payroll Services
  - Integration Hub
- UKG Next Modules:
  - ACA Manager
  - Leave
  - Talent Acquisition
  - Performance

**Financial Services**

September Financials Highlights

- YTD Property Tax Revenue below budget by \$200K
  - Driven by timing of collections – expected to correct in October with first half taxes
- September Transport Revenue was over budget by \$80K
  - Offset shortfall in July and August – YTD under budget by \$50K
    - Runs are up compared to Budget and PY
    - Cash collections were slow in the first two months due to system changes
    - Working with Director Warren to continue to monitor
- YTD Expenses – continue to be under budget, primarily driven by wages and benefits due to open positions

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

Director Cross inquired about his request to have a future policy on retirement gifts spending limits.

**9. Announcements / Document Signing**

Assistant Chief Mooney announced there will be a “Trunk or Treat” event on 10/28/2023.


**10. Adjourn**

**Motion** by Director Cross to adjourn the board meeting at 6:49 p.m.

**Seconded** by Director Moeller

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

**Governing Board Approval:**

DocuSigned by:  
  
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Board Clerk Connie Van Driel