



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

NOVEMBER 15, 2023

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, NOVEMBER 15, 2023. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

[THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 PM.](#)

A. Call to Order

Chairman Chamberlain called the meeting to order at 5:30 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Captain Craig Halver

C. Roll Call

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

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, Sarah Simonton with James Vincent Group, 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 October 2023 financial reports and bank reconciliations.

Motion by Director Moeller to approve the October 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.

NOVEMBER Anniversaries

23 Years: Engineer / Paramedic **July Ritschel**

17 Years: Information Systems Coordinator **Lauren Daniel**

10 Years: Fleet and Facilities Support Specialist **Jennifer Burke**

8 Years: EMT **Ron Demarzo**
EMT **Justin Mueller**
Paramedic **Jim Tucci**

6 Years: Paramedic **Jake Millan**
Firefighter **Lucas Martinez**
Engineer **Mark Nelson**

3 Years: Firefighter **Benjamin Young**

2 Years: Human Resources Manager **Alena Sampson**

Promotion

Engineer **Ryan Philips**

Retirement

Engineer **Mitchell McCollough**
1999 – 2023

3. Call to the Public.

None

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

- A. Board Meeting Minutes from October 18, 2023
- B. 7710 Insurance Renewal - Term 1/1/2024 – 12/31/2025
- C. 2024 Lost Dutchman Marathon; Medical Staffing Agreement with the City of Apache Junction / Lost Dutchman Marathon
- D. 2024 Native American Arts Festival Medical Staffing Agreement

Motion by Director Kurian to approve all consent agenda items for November 15, 2023.

Seconded by Clerk Van Driel
Vote 5 ayes, 0 nays, **MOTION PASSED**

5. Discussion regarding the Fire Chief's annual evaluation process.

Fire Chief Annual Review

- The Board shall provide an evaluation of the Chief during the first week of January each year
- Components
 - (1) Prepare a written evaluation, (2) meet and discuss the evaluation, (3) and present a written summary of the results
- The Fire Chief has completed his sections of the evaluation form
- The Board will complete
- The Fire Chief has completed his sections of the evaluation form, and it has been provided to the Board
- The Board will complete their sections for the December 20, 2023 meeting by December 13
- The Administrative Services Director will compile the responses into one packet and distribute
- The Fire Chief will provide a presentation for the December meeting

No Motion

6. Senior Leadership Team Reports

Fire Chief Report

- Self-Evaluation
- Budget Manager
- Veteran's Day Recognition
- Central Arizona Life Safety Council
- AFCA President's Forum
- SFCOA Firewise Event
- Recruitment & Retention
- SFMD Family Day

SFMD Family Day – Kudos

- Ashton Weddell
- Sarah Endres
- Michelle Frawley
- Melissa Garten
- Tina Gerola
- Desi Whitney
- Colt Weddell

Emergency Services

- Captain's Quarterly Meeting
- Meet and Greet with New Leadership at Mountain Vista Medical Center
- Met with SFCOA to discuss potential Firewise Grants
- Annual Physical – passed with flying colors
- City of AJ Special Events monthly meeting

- Peer Support Meeting – SFMD Health & Wellness Committee Co-Chairs and SFD Captain Dutcher

Significant Incidents:

10/13/23 - Residential Structure Fire – quick knock down, fire contained to master bathroom and master bedroom. No injuries. E263 assigned occupant services. Assisted displaced family using the Red Cross as a resource

10/22/23 – 1st Alarm Structure Fire – Automatic aid with Mesa. Exterior fire that extended into attic and surrounding brush. E261, E263 and BC261

11/4/23 – TRT incident – Silly Mountain Trail System – crews gained access from 34th Avenue. Minor injuries sustained from a fall

11/4/2023 – Working Garage Fire. Quick knockdown, fire contained to garage and attic space above. Three family members and several animals displaced.

- Continuum Monthly Report

Training

- EVRA 23-2 – Week 13
 - Recruits Hansen, Markham, Gomez, Steinepreis and Doolen
 - FF 1 & 2 Test, TRT, Wildland, Live Burns – basement fire, night drill legacy burn (last live fire)
 - Graduation December 5th
- BC/DC Tactical Training at Phoenix Fire CTC – IC develop command structure
- Crews working on Firefighter Probation Packets
- Regional TRT Training Confined Space
- Personnel working Can Act Engineer Packets
- Apparatus Committee Meeting – Engine and Ambulance build, LT263 hose replacement
- Training Committee Meeting – Can Act Captains packets, MCS, Update Probation Firefighter packet
- EV Cadet Program – Introduction to search and rescue
- Monthly Training Hours

EMS

- Completed EC with Dr. Solem
- Met with MFMD to discuss implementation challenges with Image Trend
- EMS Regional Operational Consistency Committee
- Met with Mountain Vista Executive Management
- Phoenix Regional Command Training
- Began Crew Training for Intelligent Dispensing Systems
- Attended Medical Directors Meeting. Great discussion on protocol changes
- Met with Mountain Vista Pharmacy to discuss pharmaceutical process changes
- Met with AJPD Training Committee
- EMS Committee Meeting
- 205 BLS CE hours and 568 ALS CE hours assigned

Transportation Services

- DHS Ambulance Inspection C-897
- Meeting with Mountain Vista Medical Center's New ER Director
- Central Arizona Regional EMS Medical Director's Consortium (CAREMDC)
- East Valley Agency meeting, ROCC, AEMS Board of Governors meeting
- Monthly Transportation Volume
- CON Compliance through October 2023

Support Services

Fire Prevention

- Plan Reviews – 17
- Inspections – 22
- Citizen Requests or Assistance – 4
- Environmental Requests, Permits, Concerns and Knox Box Assistance – 22

Community Risk Reduction

- Community Events – 11
- Fire Safety Presentations – 1
- Car Seat Placements – 1
- School Pub Ed Presentations – 2
- AED/CCR Presentations – 4

- Peralta Gate Community Discussion
- ADOBE Meeting
- City of Mesa meeting to discuss the MRDC service
- Budget Managers meeting
- City of AJ meeting to discuss a current project
- City of AJ Special Events monthly meeting
- Local Emergency Planning Committee Meeting
- City of AJ meeting to discuss Rodeo Grounds Master Plan
- AZ Fire & Burn Educators Fall Symposium
- District Events
 - City of AJ Mud Run
 - Chili Challenge at Superstition Foodbank
 - Fire Truck Visit to The Learning Center Preschool
 - CAAFA Trunk-or-Treat Event
 - Peralta Elementary Halloween Event
 - City of AJ Trunk-or-Treat Event
 - Station Tour of 263 with Daughters of the American Revolution
 - Trunk-or-Treat at AJ First Assembly of God Church
 - Superstition Foothills HOA Firewise
 - Station Tour of 261 with preschool students
 - Veterans Day Parade
 - Festival of the Superstitions
 - Sadie Hawkins Fundraiser Dance for Station 261 at Lost Dutchman RV Resort

Administrative Services

- HRSA – Financial Management Reporting (FMR)
- IAFF – Health & Wellness Trust
 - Life Scan 1582 Annual Physicals
- IT Discussion with Auditors
- Recruitment and Retention Meeting
- UKG Aspire Conference
- UKG – additional payroll parallel, Telestaff/UKG compatibility, accruals and integrations
- Board Financial Services Training

Financial Services

- YTD Property Tax Revenue is over budget due to strong October collections
- YTD Transport Revenue over budget
- YTD Expenses continue to be under budget
- Bill.com – Training provided after the Board Meeting

7. New Business / Future Agenda Items

Union President Colt Weddell formally recognized the loss of a local community hero, Sergeant Andrew Southard of the U.S. Army Special Operations. He was confirmed as one of five victims who perished on November 10, 2023 during a training mission over the Mediterranean Sea. Sergeant Southard was a Crew Chief on a Blackhawk helicopter when the helicopter went down. President Weddell is working with the Local 2260 to see what assistance can be given to the family of Sergeant Southard, who live here in Apache Junction.

There was a question from Clerk Van Driel about our newly annexed area and the DR Horton development relating to responses by our District. Chief Whitney talked about the auto aid how it works in that area for now until a new fire station can be built and staffed.

Director Cross asked that we add an update to the December 20, 2023 Board Meeting on the projections as to when the thresholds are met.

8. Announcements / Document Signing


9. Adjourn

Motion by Director Moeller to adjourn the board meeting at **6:52 p.m.**

Seconded by Clerk Van Driel

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

Governing Board Approval:

DocuSigned by:

98E80CECDE81421...
Board Clerk Connie Van Driel