



Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

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Governing Board Meeting Minutes

DECEMBER 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, DECEMBER 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 Retired Captain Mark Gomez

C. Roll Call

Board Members in attendance were Chairman Kathleen Chamberlain, Clerk Connie Van Driel, Director Jeff Cross, and Director Shawn Kurian. Director Jason Moeller arrived late at 6:10 p.m. and attended via conference phone.

Senior Leadership Team in attendance were Fire Chief John Whitney, Transportation Services Director Billy Warren, Administrative Services Director Anna Butel, Ben Archer 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 November 2023 financial reports and bank reconciliations.

Motion by Clerk Van Driel to approve the November 2023 financial reports and bank reconciliations.

Seconded by Director Kurian

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

(Director Moeller not on the phone until 6:10 p.m.)

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.

December Anniversaries

11 Years of Service:

George Nasello, Fire Mechanic II

3 Years of Service:

Steven Schaeken, Firefighter

Bradley Powers, EMT

2 Years of Service:

Brian Read, Assistant Chief

Banner Goldfield Paramedic of the Year Award

Ryan Tonelli, Paramedic

Community Appreciation

Christian Women of Golden Vista - \$500 Donation

Salt River Pima-Maricopa Indian Community (SRPMIC) Grant 12%

Friends of Freedom – Green Mountain Grill Donation

Promotions

Captain Adam Rodriguez

Engineer Brian Garten

Retirement

Captain Mark Gomez

1991 - 2023

3. Call to the Public.

None

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

A. Board Meeting Minutes from November 15, 2023

B. Transfer of funds for the January 1, 2024 Chase Refinancing Bond debt service interest payment

C. Transfer of funds for the January 1, 2024 Certificate of Participation (COP) US Bank Debt Interest Payment

D. 2024 The Wedding Venue Event Firewatch Staffing and Apparatus Standby Agreement

E. Renaissance Festival Contract for Fire and Medical Services 2024

Motion by Director Cross to approve all consent agenda items for December 20, 2023

Seconded by Director Kurian

Vote 4 ayes, 0 nays, MOTION PASSED

(Director Moeller not on the phone until 6:10 p.m.)

5. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members.

Board Members completed the annual requirement of completing the conflict of interest or potential conflict of interest form which are on file for 2024.

6. Discussion and possible approval of the 2024 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings.

Motion by Clerk Van Driel to approve filing the 2024 disclosure statement with board meeting dates and times with the Pinal and Maricopa County Board of Supervisors and for posting meeting notices and agendas at the locations specified in the statement and on the District’s website.

Seconded by Director Kurian

Vote 4 ayes, 0 nays, MOTION PASSED

(Director Moeller not on the phone until 6:10 p.m.)

7. Discussion and possible approval regarding Policy 1019: Awards and Recognition.

Motion by Director Kurian to approve Policy 1019: Awards and Recognition.

Seconded by Director Cross

Vote 4 ayes, 0 nays, MOTION PASSED

(Director Moeller not on the phone until 6:10 p.m.)

8. Discussion and update regarding the progress of the new fire station development.

Timelines & Processes

Agreement Process:

- Reviewed draft agreement
- Halted execution of the agreement (based on contingency needs)
- Began renegotiations with stakeholders
- Research opportunities and limitations
- Conducted data-based analysis
- Renegotiated agreement with temporary facility agreement
- Multiple processes occurring at the same time
- SFMD & Regional Partner Experience

References

- Managing Fire & Emergency Services – International City/County Management Association (ICMA)
- SFMD Standards of Coverage
- SFMD call data
 - Six fiscal years
 - Analysis of data for similar areas within District
- SFMD & Regional Partner Calls per Resident Data

Data-Based Analysis

- Research – Station costs, best practices, timing needs, etc.
- Recent builds, Design considerations, timing needs, etc.
- Financial Analysis
 - Tax revenue timing
 - Lease purchase requirements & timing
 - Financing options
 - M&O Analysis – (staffing w/rover additions (staffing calculator), furnishings, pumper, ambo, known costs, etc.)
- Call Rate Analysis
- Pacing of development (provided by builder)
- Standards of coverage review – (not recent but relatively consistent)
- Similar type area comparison
- Contingency Plan(s) Analysis

Synopsis

- Agreement: \$500K held for a temporary station
 - Released at 4000 homes on the tax rolls
- Vision: Break ground on FS266 in the fall/winter of 2025

Next Steps

- On-going monitoring of community growth & development
- Gantt Chart Timelines
- Researching Financing Options
- Grants
- Design Discussions
- Architect/Contractor/Consultation Solicitation

No Motion

- 9. Discussion, presentation, and possible approval of a commitment to purchase (through a capital lease) one 2024 Horton 623 Ambulance with warranty, power loader and cot.**

Motion by Clerk Van Driel to approve the commitment to purchase one 2024 Horton 623 ambulance through a capital lease.

Seconded by Director Cross

Vote 5 ayes, 0 nays, MOTION PASSED

- 10. Discussion, presentation, and possible approval of the 2022/2023 Annual Report and possible adoption of Resolution #2023-12-20-04.**

District Snapshot:

- Advanced Business Activities
- Creating a Cultural Shift
- Future Focus

Response Standards:

- Incident Type Categories
- Total Incidents – 12,282
- Average Response Time Emergent Incidents – 4:39
- Annual Call Volume with 5-Year Projection
- Seasonal Index – Peak Months

Fire Suppression

- Types of Fires
- Pre-Incident Value of Property & Content - \$6,215,100
- Saved Value of Property & Content - \$3,728,500
- Percentage of Property & Content Saved – 60%
- Average Response Time for Emergency Calls

Emergency Medical Services

- 5 Year Cardiac Arrest Survival Rate
- EMS Call Types

Transport Services

- Transport Volume – Projected Increase
- Transport Services Requests
- Code 3 Ambulance Response Time Compliance

Training

- Training Hours by Category

Community Services

- Fire Prevention Activities
- Community Services Activities
- 5th Grade Hands-Only CPR
- Demonstrations Hands-Only CPR

Community Engagement

- Firewise Community
- 4th of July
- Halloween Trunk-or-Treat
- Winter Holiday Event
- April Pools Day
- Lost Dutchman Days Rodeo
- Lost Dutchman Marathon
- Veterans Day Parade
- Varsity Football Standby

Funding Insights

- Grant Funding Opportunities

Annual Budget

- Budget Income Summary
- Compensation for Fiscal Year 2022/2023
- Expenditures for Fiscal Year 2022/2023

Employee Recognition

- Promotions
- Firefighter Recruit Academy Graduates
- 7 New Employees
- 4 Retirements

One Mission, One Community, One Family, One SFMD

Motion by Director Kurian to approve the 2022/2023 Annual Report and adoption of Resolution #2023-09-20-04: Formally Adopting the 2022/2023 Annual Report.

Seconded by Clerk Van Driel

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

11. Senior Leadership Team Reports

Fire Chief Report

- Recruitment & Retention – Chief Officers
- Workers Compensation Planning & Conversation
- EVRA Recruit Meeting & Graduation
- All-Staff Meeting
- Fire Chief Forum
- 40-hour Holiday Potluck
- SRPMIC
 - 12% Partnership Celebration

Kudos:

- Captain Chris Robson
- Firefighter/Paramedic Jordan Wilkes
- Firefighter/Paramedic Zach Rodenburg
- Firefighter/Paramedic David Tavares
- Captain Jeff Ehrlich
- Captain Travis Yates
- Chief Pohlmann

Emergency Services

- Wrap up Volume II Command Training with Captains
- Paramedic Graduation
- East Valley AC meeting – end-of-year wrap-up
 - Hiring status
 - Upcoming regional academies/Paramedic programs
- Ops Administration

- Medical Tracking/Work Status Report
- Probationary Rotation Packets
- Response update to US60 – BC261 to respond to all incidents on the US60

Significant Incidents

- 11/17/2023 (C-Shift) – City of Mesa Commercial Fire. Signal Butte and Main. Fire contained to the suite of origin. No reported firefighter or civilian injuries.
- 11/21/2023 (C-Shift) – Law Enforcement Pursuit involving Mesa, PCSO, and DPS. Two PCSO officers refused treatment and transport. An unrestrained driver transported Code 3 to Banner Desert.
- 11/22/2023 (C-Shift) – 2 and 1 Medical MVA, Ironwood and Guadalupe. Extrication required. One patient transported Code 3.
- 11/25/2023 (A-Shift) – GSW with injury. One deceased, one transported via helicopter, one minor transported by ground.
- Monthly Incident Call Volume

Training

- East Valey Recruit Academy Graduation
- Live Fire Training and TRT
- Company Training – Hose Deployment
- Ladder Company Training – Extrication

EMS

- Attended Volume II Command Training
- Regional Meetings
 - EMS, ROCC, and East Valley
- Fire Recruit Graduation & Paramedic Graduation
- Administered 2024 Paramedic Entrance Exam
- SFMD sending three personnel to Chandler Fire's Program
- Met with leadership from Banner Baywood and Banner Goldfield
- Monthly and FYTD Training Hours
- IDS (Intelligent Dispensing System) deployed at FS261 and FS263
- Attended the Zero Suicide Committee Meeting
- Started Advanced Cardiac Life Support and CPR Skills for Recertification under Applied Resuscitation and Education & Specialized Training
- EMS Training session for Image Trend report writer – instructed by Director Warren

Transportation Services

- New Hire Training for Paramedic Trevor Anderson
- Assisted with the 2023 AEMS Fall Forum
- Met with Leadership from Banner Baywood and Banner Goldfield
- Image Trend report writer training
- East Valley Agency Meeting, EMS ROCC
- AEMS Education Committee Meeting
- AEMS Functional Meeting
- Ambulance Commander Collection Utility training
- Dignitech annual review meeting
- Banner Goldfield/Ironwood EMS and Law Enforcement quarterly luncheon

- SFMD EMS Committee meeting
- DHS Ambulance Committee meeting
- ARCR submitted to AZDHS
- Monthly Transportation Volume
- CON Compliance through November 2023

Support Services

Fire Prevention

- Plan Reviews – 17
- Inspections – 18
- Citizen Requests or Assistance – 5
- Environmental Requests, Permits, Concerns, Knox Box Assistance - 30

Community Risk Reduction

- Community Events – 9
- Fire Safety Presentations - 3
- Car Seat Replacements – 3
- School Pub Ed Presentations – 0
- AED/CCR Presentations - 7

- SFMD hosted the annual SafeKids Car Seat Recycle Event
- Imagine Prep First Responder Celebration
- Superstition Mountain HOA Pancake Breakfast & To Drive
- City of Apache Junction Holiday Event
- Holiday Light Parade – L264
- Pinal County Open House
- 265 hosted Headstart/Superstition Mountain HOA Holiday Outreach
- CPR Demos at Bee Happy for Oden 5K Run
- 263 to Santa & Mrs. Clause to Boy's & Girl's Club Christmas Party
- Recruit Graduation
- Local Planning Committee Meeting (LEPC)
- Valley Fire Marshal's Meeting
- Special Events Meeting
- Pancake Breakfast at 264

Administrative Services

- SRPMIC Grant Funding Received \$111,983.83
- DFFM Cooperator Agreement – 11/29/2023
- UKG/Vimly – UKG integration complete – 12/5/2023
- UKG ACA Implementation Meetings – 12/6/2023
- Records Retention – 12/7/2023
- Captain Promotional Process
 - Prep classes kick off in January with testing through the month of February
- Pardon Our Dust
 - Changes are coming inside and out;
 - Drywall fixes / Carpeting / Furniture / Professional Setting
- Trevor Anderson, Paramedic / New Hire

Financial Services

November 2023 Financial Highlights by James Vincent Group – Ben Archer

- YTD Property Tax Revenue under budget
- YTD Transport Revenue over budget
- YTD Expenses – continue to be under budget across all categories

12. Possible vote to go into Executive Session for personnel matters pursuant to A.R.S. § 38-431.03(A)(1) and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and possible instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s Annual Evaluation.

Motion by Clerk Van Driel to go into Executive Session at 7:13 p.m. for personnel matters pursuant to A.R.S. § 38-431.03(A)(1) and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and possible instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s Annual Evaluation.

Seconded by Director Cross

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

13. Public Session. Discussion and possible action regarding the Fire Chief’s Annual Evaluation.

Chairman Chamberlain stated that Chief Whitney has exceeded the Board’s expectations and received a very favorable Annual Evaluation. Each Board Member thanked Chief Whitney for his hard work and building a great SFMD team.

14. New Business / Future Agenda Items

None

15. Announcements / Document Signing

Clerk Van Driel announced that a former SFMD Board Member was recently hospitalized and is now in rehab in Mesa recovering from a fall.

16. Adjourn

Motion by Director Cross to adjourn the board meeting at 9:20 p.m.

Seconded by Director Kurian

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

Governing Board Approval:

DocuSigned by:

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Board Clerk Connie Van Driel