



# 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

### JULY 19, 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, JULY 19, 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 Battalion Chief Brooks

#### 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 attended via conference phone beginning at 5:52 p.m. Director Moeller arrived in person at 6:18 p.m.

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 and Captain John Walka. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary. Attorney William Whittington attended via conference phone.

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

**Motion** by Director Cross to approve the June 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.**

**July Anniversaries**

**30 Years of Service:** Battalion Chief **Amy Brooks**

**28 Years of Service:** Battalion Chief **Brett Broman**

**27 Years of Service:** Captain **Brian Logsdon**

**23 Years of Service:**

Captain/Paramedic **Jeff Ehrlich**

Captain **Joe Garcia**

**22 Years of Service:**

Captain/Paramedic **Mark Castaneda**

Firefighter **Dan McKinney**

**5 Years of Service:** EMT **Kelsey Christensen**

**2 Years of Service:**

Firefighter **David Spidle**

Firefighter **Zachary Rodenburg**

**Retirement**

Firefighter **Ryan Elowe**

2001 – 2023

**3. Call to the Public.**

None

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

A. Board Meeting Minutes from June 21, 2023

B. Adoption of Resolution 2023-07-19-03 authorizing the establishment of a Line of Credit (“LOC”) with Wells Fargo for Fiscal Year 2023 / 2024

C. Gold Canyon Arts Festival Medical Staffing Contract

D. G2 – U.S. Digital Designs (USDD) Services Agreement

E. Agreement for the Purchase (Sale of Surplus Property by the City of Scottsdale) - SCBA Compressor and Fill Station

**Motion** by Clerk Van Driel to approve all consent agenda items for July 19, 2023.

**Seconded** by Director Kurian

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

- 5. **Public Hearing in accordance with ARS §48-805.02 in order to hear taxpayer’s comments on the proposed Superstition Fire & Medical District revenue and expenditure for Fiscal Year 2023/2024.**

No person from the public in attendance that wanted to comment on the FY 23/24 budget.

- 6. **Discussion and possible approval of FY2023/2024 budget and adoption of Resolution # 2023-07-19-01: Budget Adoption.**

Superstition Fire & Medical District Budget - FY 2023 / 2024					
Budget Income Summary					
Revenue Summary by Fund Account (includes beginning cash balance)					
FUND	2022 / 2023 Actual	2022 / 2023 Approved Budget	2023 / 2024 Approved Budget	2024 / 2025 Forecast	2025 / 2026 Forecast
General Operating (M&O)	\$ 20,357,577.80	\$ 20,354,354.64	\$ 22,406,650.52	\$ 23,512,306.52	\$ 24,732,686.52
Transport Services	\$ 4,695,177.56	\$ 4,427,355.83	\$ 4,802,974.76	\$ 4,978,208.76	\$ 5,162,817.76
Capital Projects	\$ 3,811,989.97	\$ 2,653,692.34	\$ 4,327,695.49	\$ 4,333,690.49	\$ 4,635,433.49
Special Revenue	\$ 99,173.43	\$ 68,450.43	\$ 81,362.35	\$ 16,502.35	\$ 16,502.35
Debt Retirement Principal	\$ 731,295.74	\$ 705,487.48	\$ 701,691.55	\$ 708,031.55	\$ 756,527.55
Debt Retirement Interest	\$ 107,942.61	\$ 127,751.14	\$ 85,713.00	\$ 67,741.30	\$ 51,901.20
Certificates of Participation Reserve	\$ 3,381,482.79	\$ 3,334,271.51	\$ 3,244,244.79	\$ 3,101,176.79	\$ 2,951,985.79
	\$33,184,639.90	\$31,671,363.37	\$35,650,332.46	\$36,717,657.76	\$38,307,854.66

**Motion** by Director Kurian to adopt Resolution 2023-07-19-01: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in the amount of \$35,650,332.46 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2023 / 2024.

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

(NOTE: Director Moeller voted starting at item number 7)

- 7. **Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter and possible adoption of Resolution # 2023-07-19-02.**

The MOU was first established and approved by the SFMD Board of Directors in 2017. This document is updated annually to reflect changes within the District. This was a collaborative effort between the Senior Leadership Team and the Superstition Fire & Medical Firefighters Chapter of Local 2260. The sixth annual MOU was presented by Chapter President / Captain John Walka and Fire Chief John Whitney.

**MOU Significant Changes for FY 23/24:**

- 4% Cost of Living Adjustment
- IAFF Health and Wellness Trust Benefits
- Compromised Staffing Reduction
- Suppression Seniority Model
- Disciplinary Review Board Language Update
- Acting Pay Language Update

**Motion** by Clerk Van Driel to approve the 2023 Memorandum of Understanding (MOU) between the Superstition Fire & Medical District and the United Mesa Firefighters, Local 2260, Superstition Chapter, and adopt Resolution 2023-07-19-02.

**Seconded** by Director Cross

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

**8. Discussion and possible approval of Policy 1200: Procurement Policy to ensure compliance with actual accounting practices. These changes stem from the transition to the James Vincent Group as new processes are put in place.**

**Motion** by Director Cross to approve Policy 1200: Procurement Policy with an effective date of July 19, 2023.

**Seconded** by Director Kurian

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

**9. Senior Leadership Team Reports**

**Fire Chief Report**

- Paramedic Interviews
- BC Pre-Promotional Process
- AFCA/AFDA Conference
  - “NextGen” Panel Moderator with President Walka
- Personnel Meetings
- Memorandum of Understanding
- City of Apache Junction Partnership Opportunities
- Implementations & Transitions
- Appreciation of Gila River Indian Community and City of Apache Junction for awarded Grant

**Emergency Services**

- Battalion Chief 2023 Prep Classes/Lunch and Learn
- Central Arizona Life Safety Council Meeting
- Planning meeting for Active Shooter Drill
- AZ Fire Chiefs Conference
- Operations Meeting

- Wildland Deployment
  - REMS Team – Kingman (Stockton Hill Fire) then deployed to Pilot Fire
  - EMS Team – Diamond Fire, then deployed to West Main Fire
- Monthly Incident Call Volume

### **Training**

- Lateral Academy with Jaren Johnson July 17 – 28, RTOs Captains Elliott, Halver, Robson
- Regional TRT Training – Structural Collapse and Skills Assessment
- SFMD Ladder Company skills training at vacated Gilbert School – Commercial Roof Ventilation
- Active Shooter Drill with AJPD
- Annual Driver Training with crews – an opportunity for CaE Packet check-off
- Lateral Firefighter Training
- Vertical Ventilation Ops
- Monthly and YTD Training Hours

### **EMS**

- NEMSIS 3.5 deployed at midnight of 7/1/2023. Incredible teamwork from Chief Pohlmann, Director Warren, Captain Fox, Lauren Daniel, and the team from BK Squared
- Active Shooter training with AJPD
- Attended AZ Fire Chief's Conference and Image Trend Conference
- Met with Horizon Mental Health to discuss services and training
- Captain Fox provided amazing support for the July 4<sup>th</sup> Special Event team
- Met with Mountain Vista Medical Director, Pre-Hospital Coordinator, and Trauma Director

### **Transportation Services**

- ADHS ground ambulance rule making meetings
- Paramedic interviews
- EMS ROCC
- NEMSIS 3.5 upgrade
- Ambulance Commander billing software upgrade
- Meeting with Mountain Vista's Medical Director
- New Hire Training, 1 EMT, 1 Medic
- AEMS Education Committee Meeting
- AEMS Functional Group Meeting
- Monthly Transportation Volume
- CON Compliance through June 2023

### **Support Services**

- Fire Prevention
- Community Risk Reduction
- City of Apache Junction July 4<sup>th</sup> Event
- Career Fair with City of AJ and Pinal County
- Special Events Meeting
- Public Land Managers Meeting hosted by Supervisor Serdy's office

- Valley Fire Marshal's Meeting
- AFCA/AFDA Leadership Conference
- Superstition Vistas update

### **Administrative Services**

- Multiple Trainings with James Vincent Group
- QuickBooks has replaced CYMA as the accounting software
- Bellwether Purchase Management or BPM
  - BPM integrates with QuickBooks
  - Create POs in seconds
  - Seamlessly streamlines the purchasing process through the automation of the approval workflow in line with SFMD's procurement policy
- Bill.com
  - The third piece of financial tools to facilitate bill payment
  - Once the bill is ready for payment, automatic notifications are sent to the approver
  - Then, the review and approval process can happen from any device with a click or a tap
  - Once a payment is made, it's automatically synced to QuickBooks
  - **Benefits: time is saved on duplicate data entry, a reduction of manual entry errors, and books are always up to date**
- UKG
  - Dual Maintenance – running CYMA and UKG through September
  - UKG is the official employee record of SFMD – meaning any changes in pay happen in UKG first, then sent to CYMA
  - This will allow us to run parallel to verify accuracy
- Telestaff Import
  - Automated process as payroll records are passed from Telestaff to the Time and Leave Module for approval – completed last week
- Time and Leave Module
  - Expected completion in early August
- New Hire Onboarding
  - Onboard from Monday was paperless
  - Took hours off the process
  - Maximized the efficiency of our staff
  - Dashboard for approvals
- Life Scan Wellness
  - Annual 1582 Physicals scheduled from October 31 – November 15<sup>th</sup>
  - Nine personnel per day and onsite at the RTC
  - This is a benefit provided through the IAFF Trust covers the cost of the physicals for our firefighters
- Three new hires on 7/17/2023
- Upcoming Battalion Chief Promotional Process

### **10. New Business / Future Agenda Items**

Director Cross would like staff to draft a new policy limiting the amount of money that is spent on retirees.

**11. Announcements / Document Signing**

Director Moeller congratulated BC Brooks on her 30<sup>th</sup> anniversary with SFMD.

Clerk Van Driel thanked Chief Whitney for the time he spent with her explaining the details of the Memorandum of Understanding (MOU) that was approved tonight.


**12. Adjourn**

**Motion** by Clerk Van Driel to adjourn the board meeting at 7:04 p.m.

**Seconded** by Director Kurian

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

**Governing Board Approval:**

DocuSigned by:  
  
63E3E8EDCAA444  
Director Jason Moeller for  
Board Clerk Connie Van Driel