

NORTH COUNTY FIRE & MEDICAL DISTRICT  
GOVERNING BOARD  
REGULAR SESSION

Thursday, December 17, 2015

MINUTES

(Agenda items may have been taken out of order at the discretion of the Chairman.)

**I. CALL TO ORDER**

Chairman Wilson called the Governing Board Meeting to order on Thursday, December 17, 2015, at 9:00 a.m. at the District Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona.

**II. ROLL CALL/AFFIRMATION OF QUORUM**

Members Present: Board Chairman David Wilson, Board Clerk Dusty Rhodes, Board Member Jack Meyer, Board Member Smitty Smith

Members Absent: Board Member Bill Hamel

Administrative Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Tim Van Scoter, Accounting Supervisor Coaleen Poland, Administrative Coordinator Deb Johnson

Media Present: None

Public Comment: Resident Dick Cherry, Resident Norm Benoit

**III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

**IV. CALL TO THE PUBLIC**

Resident and SCW Posse Liaison Dick Cherry stated that this would be his last meeting acting as liaison to the District. Board Chairman Wilson thanked Mr. Cherry for servicing as the liaison to the District.

**V. MINUTES**

**A. Discussion & Possible Action re: Board Workshop – November 17, 2015**

**Board Clerk Rhodes moved that the minutes of the November 17, 2015 Board Workshop be approved. Board Member Smith seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Meyer, Smith  
NAYS: None  
ABSTAIN: Wilson

B. Discussion & Possible Action re: Regular Board Meeting – November 19, 2015

**Board Clerk Rhodes moved that the minutes of the November 19, 2015 Regular Board meeting be approved. Board Member Smith seconded the motion.**

There were no corrections or additions. Vote conducted. **MOTION CARRIED.**

AYES: Rhodes, Meyer, Smith  
NAYS: None  
ABSTAIN: Wilson

VI. **FINANCIAL SUMMARY AND REPORTS**

- A. Monthly Financial Division Current Events Summary for November 2015  
Accounting Supervisor Poland presented an overview of the November 2015 Financial Division Current Events Summary. The monthly Financial Division Current Events Summary is attached to the official Governing Board meeting packet.

VII. **CONSENT AGENDA**

- A. Approval of the November Monthly Financial Report  
Accounting Supervisor Poland answered any questions from the Board regarding the monthly financial report. The November 2015 Monthly Financial Report is attached to the official Governing Board meeting packet.

**Board Member Smith moved that the Governing Board approve the November 2015 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants, & Deposits, Statement of Financial Activities, Statement of Net Assets, and Cash Flow Projection Report. Board Member Meyer seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

**VIII. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE**

A. Emergency/Support Services Divisions Current Events Summary for November 2015

Assistant Chief Van Scoter provided a brief overview of the November 2015 Emergency/Support Services Division Current Events Summary and answered any questions from the Board. The November 2015 Emergency/Support Services Divisions Current Events Summary is attached to the official Governing Board meeting packet.

B. Administrative/Community Risk Management Divisions Current Events Summary for November 2015

Assistant Chief Dalton provided a brief overview of the November 2015 Administrative/Community Risk Management Divisions Current Events Summary and answered any questions from the Board. The November 2015 Administrative/Community Risk Management Divisions' Current Events Summary is attached to the official Governing Board meeting packet.

C. Monthly Correspondence Report

Clerk Rhodes reviewed a letter from the Sun City West Posse thanking the District for their participation in the Posse's Open House event.

**IX. NEW BUSINESS**

A. Discussion & Possible Action re: Acceptance of the Comprehensive Annual Financial Report (CAFR), including the annual external audit reports, for the Fiscal Year ending June 30, 2015

Accounting Supervisor Poland answered any questions from the Board regarding the Comprehensive Annual Financial Report (CAFR), including the annual external audit reports.

**Board Clerk Rhodes moved that the Fire Board accept the Comprehensive Annual Financial Report (CAFR) as presented, including the annual external audit reports, for the fiscal year ending June 30, 2015. Board Member Smith seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

B. Discussion & Possible Action re: Adoption of Resolution #15-1217-1 Re: Revised Phoenix Regional Automatic Aid System for Fire Protection and Other Emergency Services Agreement

Assistant Chief Van Scoter answered any questions from the Board regarding the revised Phoenix Regional Automatic Aid System for Fire Protection and other Emergency Services Agreement.

**Board Member Smith moved that the Governing Board adopt Resolution #15-1217-1 which approves the revised Phoenix Regional Automatic Aid System for Fire Protection and other Emergency Services Agreement. Board Clerk Rhodes seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

C. Discussion & Possible Action re: Approval of Ambulance Billing and other Related Services Agreement with Advanced Data Processing, Inc., a Subsidiary of Intermedix Corporation

Health & Medical Coordinator Haro answered any questions from the Board related to the ambulance billing agreement with Advanced Data Processing, Inc.

**Board Member Smith moved that, after final legal review, additions and/or corrections, staff and Chairman Wilson be authorized to approve the Ambulance Billing and other related services agreements with Advanced Data Processing, Inc., a subsidiary of Intermedix Corporation. Board Member Meyer seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

D. Discussion & Possible Action re: Approval of Nurse Practitioner Billing Services and Electronic Health Records Software Agreement with Intermedix Corporation

Health and Medical Coordinator Haro answered any questions from the Board related to the nurse practitioner billing services and electronic health records software agreement with Intermedix Corporation.

**Board Clerk Rhodes moved that, after final legal review, additions, and/or corrections, staff and Chairman Wilson be authorized to approve the Nurse Practitioner Billing Services and Electronic Health Records Software agreement with Intermedix Corporation. Board Member Smith seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

E. Discussion & Possible Action re: Proposed Capital Projects Expenditure – 2015 Assistance to Firefighter Grant (AFG) Applications

Assistant Chiefs Dalton and Van Scoter reviewed for the Board the proposed applications and answered any questions regarding the applications and the requested items.

**Board Clerk Rhodes moved that the Fire Board approve participation in a regional grant application process for funding from the 2015 Assistance to Firefighter's Grant for an amount not to exceed \$125,000 for equipment for use by the District's Nurse Practitioner Program. Clerk Rhodes further moved that, if the grant is approved, that the required 10% matching funds be expended from the Capital Projects Fund for an amount not to exceed \$12,500. Clerk Rhodes further moved that, after final legal review, that the District staff and the Board Chairman be authorized to sign a Memorandum of Understanding if necessary to participate in the regional application. Board Member Smith seconded the motion.**

*Public Comment: Resident Norm Benoit asked a question regarding the equipment being requested which was answered by staff. Resident Dick Cherry stated that possibly the SCW Posse could assist with local transportation if any liability issues were addressed.*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

**Board Member Smith moved that the Fire Board approve participation in a regional grant application process for funding from the 2015 Assistance to Firefighter's Grant for an amount not to exceed \$110,000 for the Self Contained Breathing Apparatus (SCBA) cylinders being requested by the District. Board Member Smith further moved that, if the grant is approved, that the required 10%**

**matching funds be expended from the Capital Projects Fund for an amount not to exceed \$11,000. Board Member Smith further moved that, after final legal review, that the District staff and Board Chairman be authorized to sign a Memorandum of Understanding if necessary to participate in the regional application. Board Clerk Rhodes seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

**Board Clerk Rhodes moved that the Fire Board approve participation in a regional grant application process for funding from the 2015 Assistance to Firefighter's Grant for an amount not to exceed \$57,500 for the videoconferencing equipment being requested by the District for the Administrative facility training room. Clerk Rhodes further moved that, if the grant is approved, that the required 10% matching funds be expended from the Capital Projects Fund for an amount not to exceed \$5,750. Clerk Rhodes further moved that, after final legal review, that the District staff and the Board Chairman be authorized to sign a Memorandum of Understanding if necessary to participate in the regional application. Board Member Smith seconded the motion.**

*Public Comment: Resident Norm Benoit asked if the equipment could be utilized for an Emergency Operations Center. Staff confirmed that there is a possibility that the equipment could be used in that instance. Resident Dick Cherry stated that possibly it could be used by command staff in a national disaster as well.*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

**Board Member Smith moved that the Fire Board approve the application for funding from the 2015 Assistance to Firefighter's Grant for an amount not to exceed \$295,200 for Stryker Power Pro Systems being requested by the District. Board Member Smith further moved that, if the grant is approved, that the required 10% matching funds be expended from the Capital Projects Fund for an amount not to exceed \$29,520. Board Clerk Rhodes seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

F. Discussion & Possible Action re: Administrative Shared Services Proposal - Wittmann Fire District

Assistant Chief Dalton reviewed for the Board the Administrative Shared Services Proposal with Wittmann Fire District and answered any questions from the Board.

**Board Clerk Rhodes moved that staff and Chairman Wilson be authorized to approve the Wittmann Fire District / North County Fire & Medical District Administrative Shared Services Proposal. Board Member Smith seconded the motion.**

*Public Comment: None*

Discussion followed. Vote conducted. **MOTION CARRIED.**

AYES: Wilson, Rhodes, Meyer, Smith  
NAYS: None

X. SUGGESTED ITEMS FOR FUTURE BOARD WORKSHOP MEETING AGENDAS

There were no new items suggested.

XI. ADJOURNMENT

The meeting adjourned at 10:03 a.m.

  
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Dusty Rhodes, Board Clerk