



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, January 26, 2021

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Board Chairman Wilson called the meeting to order on Tuesday, December 15, 2020, at 11:37 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk John Crawford, and Board Members Richard Bookie, Karen Gueltzow and Dawn Miller

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Deputy Chief/Fire Marshal Eric Kriwer, Division Chief Kane Nixon, Division Chief Brad Puckett, Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and James Young; South County Fire & Medical District Board Members Bill Becker and Diane Price

Media Present: None

2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

The agenda was taken out of order.

7. **REGULAR BUSINESS**

- B. Update relating to Construction Manager at Risk (CMAR) contract and selection process for the Station 232 Remodel project.

Gerald Adams, Perlman Architects, provided the Governing Board with a presentation on the process for choosing a Construction Manager at Risk (CMAR) and why that process was selected for this project over other processes. When utilizing a CMAR, the CMAR has the responsibility to bring forward multiple sub-contractors and materials suppliers, for the project owner (AFMA) to select at the outset. This process gives the project owner a greater influence over the overall project design, construction, and materials involved.

Brad Puckett, Division Chief – Support Services, explains that the Request for Qualifications was advertised, three firms submitted their qualifications, and a Staff Review Committee is in the process of reviewing those submissions. Staff anticipates bringing this CMAR contractor selection back to the Governing Board for approval at the February 23, 2021 meeting.

3. **CEREMONIAL PRESENTATIONS**

- A. Promotional Swearing-In Ceremony – Matthew Burry, Captain

Captain Matt Burry completed the Oath of Office for the position of Captain.

4. **FINANCIAL SUMMARIES AND AUDIT REPORTS**

- A. Discussion and Possible Action relating to approval of the Arizona Fire & Medical Authority Fiscal Year-End 2019/20 Final Annual Audit Report.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2019/20 Annual Audit Report. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: Bookie

- B. Arizona Fire & Medical Authority Financial Reports for December 2020.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for December 2020 and answered any questions from Board Members.

- C. Accept Fiscal Year 2021/22 Budget Development Schedule.

Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2021/22 Budget Development Schedule. Board Clerk Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

5. CONSENT AGENDA

- A. Approve Monthly Financial Report for December 2020.
- B. Approve Regular Board Meeting Minutes – December 15, 2020.
- C. Accept the South County Fire & Medical District’s property annexations approved at their Governing Board meeting on January 26, 2021.
- D. Accept Fire Protection Services Agreement with Lawrence Hancock.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

6. CURRENT EVENTS SUMMARIES AND REPORTS

- A. Operations Division (Including Operations/Deployment, Support Services, and Emergency Medical Services/Training) – Current Event Summary for December 2020

Chris DeChant, Assistant Chief – Operations Division presented the Operations Division Event Summary for December 2020 and answered any questions from Board Members.

- B. Community Risk Management Division – Current Event Summary for December 2020

Eric Kriwer, Division Chief/Fire Marshal – Community Risk Management Division presented the Community Risk Management Division Event Summary for December 2020 and answered any questions from Board Members.

- C. Business Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for December 2020

Mary Dalton, Assistant Chief – Business Division presented the Business Services Division Event Summary for December 2020 and answered any questions from Board Members.

Kane Nixon, Division Chief – Planning, provided the Governing Board with an update on the COVID-19 statistics and activities globally, nationally, statewide, and locally, and answered any questions from Board Members.

- D. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Matt Burry, Local 3573 representative provided the Governing Board with an update on the AFMA Firefighters Charities activities for the month of December 2020 including the annual Christmas Toy Drive.

- E. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

Board Clerk Crawford reviewed all correspondence sent or received on behalf of the Governing Board for the month of December 2020.

7. REGULAR BUSINESS

- A. Discussion and Possible Action relating to AFMA Committee Appointments.

Chairman Wilson announced the following AFMA Committee Appointments.

AFMA Governance & Legislative Committee	
Bill Becker	South County Fire & Medical District
John Crawford	South County Fire & Medical District
Tony Sambol	South County Fire & Medical District

AFMA Budget & Finance Committee	
Richard Bookie	North County Fire & Medical District
Dawn Miller	North County Fire & Medical District
Diane Price	South County Fire & Medical District

- C. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Mobile CAD Terminals (MCT)

Division Chief Puckett provided the Governing Board with a presentation relating to the request to purchase seven MCT’s to install in 2 brush trucks and 5 water tender trucks. An MCT is a dispatch terminal to receive incident information and map routes to incident

locations. Purchase of these additional MCT’s will greatly increase firefighter safety and communication between dispatch and crews, especially during wildland season. This purchase is a sole source purchase through the City of Phoenix to ensure connectivity with the Dispatch Center.

Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board approve an amount not to exceed \$22,000 in Capital Improvement Funds for the purchase of seven MCT’s and \$28,000 for the annual system expense. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson
NAYS: None
ABSENT: None

8. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS

Board Chairman Wilson requested a semi-annual report on disciplinary processes within the Authority to be heard during an Executive Session.

9. ADJOURNMENT

The meeting adjourned at 12:33 p.m.

John E Crawford
John E Crawford (Mar 2, 2021 17:29 MST)

John Crawford, Board Clerk

January 26 2021 Minutes

Final Audit Report

2021-03-03

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