



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, February 23, 2021

MINUTES

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

Board Chairman Wilson called the meeting to order on Tuesday, February 23, 2021, at 10:48 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, Captain Matt Burry, Acting Finance Manager Coaleen Poland, 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 Jack Arend, Bill Becker and Diane Price

Media Present: None

2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

3. FINANCIAL SUMMARIES

A. Arizona Fire & Medical Authority Financial Reports for January 2021.

Coaleen Poland, Acting Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for January 2021 and answered any questions from Board Members.

B. Fiscal Year 2021/22 Budget Development Updates.

Mary Dalton, Assistant Chief, provided the Governing Board with an update on the Fiscal Year 2021/22 budget development process and answered any questions from Board Members.

4. **CONSENT AGENDA**

A. Approve Monthly Financial Report for January 2021.

B. Approve Joint Governing Boards Workshop Meeting Minutes – January 26, 2021.

C. Approve Regular Board Meeting Minutes – January 26, 2021.

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

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

5. **CURRENT EVENTS SUMMARIES AND REPORTS**

A. Operations Division (Including Operations/Deployment, Support Services, and Emergency Medical Services/Training) – Current Event Summary for January 2021.

Chris DeChant, Assistant Chief – Operations Division presented the Operations Division Event Summary for January 2021 and noted that overall the Authority has experienced an increase in call volume for the month of January and are expecting another active wildfire season this year. Assistant Chief DeChant stated that the Training Section has purchased video camera equipment and has begun recording training sessions to use throughout the Authority to support the efforts to increase training opportunities while also maintaining County and CDC guidelines as it pertains to the COVID pandemic.

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 January 2021 and stated that the Fire Corps has begun to meet again in small groups of those who have been fully vaccinated against COVID-19 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 January 2021 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 January 2021 including the partnership with the Burn Foundation to remodel the Children’s Center.

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.

There was no correspondence to review for the month of January 2021.

6. REGULAR BUSINESS

A. Discussion and Possible Action relating to adoption of proclamation declaring March 2021 as American Red Cross Month.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board adopt the proclamation declaring March 2021 as American Red Cross Month. Board Member Miller seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

B. Ratify appointment to the Public Safety Personnel Retirement System (PSPRS) Local Pension Board.

Board Chairman Wilson stated that South County Fire & Medical District Board Member Karen Gueltzow has agreed to serve as Board Member of the AFMA Firefighter’s Local Pension Board.

Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board ratify the appointment of Karen Gueltzow to the PSPRS Local Pension Board. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Review Arizona Fire & Medical Authority Annual Report for Fiscal Year 2019/20.

Board Chairman Wilson and Members of the Governing Board congratulated Staff on a precise and well summarized Annual Report.

D. Discussion and Possible Action relating to approval of letters to local, state, and federal Legislators in support of providing CARES Act funding directly to fire districts.

Assistant Chief Dalton stated that this item came from the AFMA Governance & Legislative Committee to request the AFMA Governing Board to approve sending letters to Legislators in support of providing CARES Act funding directly to fire districts, rather than have the CARES Act funding go through the County and then have the fire districts request needed reimbursements.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve sending letters of advocacy to local, state, and federal legislators in support of direct CARES Act funding to fire districts. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

E. Discussion and Possible Action relating to Memorandum of Understanding (MOU) with the Sun City Fire District for the Assistance to Firefighter Grant (AFG) regional grant application.

Assistant Chief Dalton stated that AFMA has partnered with the Sun City Fire District to apply for a FEMA AFG for the replacement of one-hundred existing 7000APX Motorola Portable Radios with one-hundred 8000APX Motorola Portable Radios (54 for AFMA and 46 for Sun City Fire District). This grant is considered a regional grant which is highly favored by FEMA. FEMA requires a Memorandum of Understanding between regional partners which designates one partner as the host agency. AFMA will act as the host agency and Sun City Fire District will act as partner.

Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the grant application and the Memorandum of Understanding with the Sun City Fire District relating to the Assistance to Firefighter Grant regional grant award. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- F. Discussion and Possible Action relating to approving the submission of and declaring the Governing Boards support for the Federal Emergency Management Agency’s (FEMA) Fire Prevention & Safety (FPS) Grant for the Wildfire Risk Reduction Education and Awareness campaign.

Assistant Chief Dalton stated that AFMA is seeking grant funds under the high priority of Wildland Urban Interface Education and Awareness Programs. The focus will be on fire severity and digital signage for Fire Station 106 and Fire Station 341, which are the areas of the Authority with the highest rates of wildland urban interface fires.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve the submission of and declare support for the FEMA Fire Prevention & Safety Grant for the Wildfire Risk Reduction Education and Awareness campaign. Board Clerk Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

- G. Discussion and Possible Action relating to temporary moratorium on residential solar system permit fees.

Deputy Chief Kriwer explained that Staff has been contacted by solar system companies to discuss AFMA’s Fire Code adoptions and procedures relating to residential solar panel installations. During these conversations, the solar system installation companies expressed a concern that they were being subjected to double permitting and related fees for the same solar system installation projects, once by the Maricopa County Planning and Development Department and once by AFMA.

Staff is requesting a temporary permit fee moratorium on residential solar panel installation permitting to allow Staff to further research the concerns expressed by the solar companies and, if warranted, to bring forward recommendations to amend AFMA’s adopted Local Amendments language. Staff will continue to require that all adopted

AFMA Fire Code requirements are being met during the proposed permit fee moratorium.

Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve a temporary moratorium on solar photovoltaic power system permit fees until July 1, 2021. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

H. Discussion and Possible Action relating to Station 232 Remodel Project Construction Manager At Risk (CMAR) contractor selection recommendation.

Brad Puckett, Division Chief – Support Services, stated that the CMAR approach is structured so that once the architect/designer has been selected (Perlman Architects), the project moves forward with the early stages of the design process; but with the intent of initiating a second contract with a construction manager before the design process is more than 60% completed. This separate step represents an important action by the Authority (who has oversight of the entire process) to ensure that the CMAR firm (construction manager) and Perlman Architects have the opportunity to develop an immediate and strong, collaborative working relationship on behalf of the Authority.

On December 15, 2020, the Authority published a Request for Qualifications No. 20-01, Construction Management at Risk for Fire Station 232 (Sun Lakes, AZ) Remodel Project. The deadline for submissions was January 20, 2021. Following submission of the Request for Qualifications, the Authority’s Selection Committee reviewed statements of qualification from three separate firms that proposals. All three firms were qualified to move forward and were invited to present their proposal to the Selection Committee. All firms were scored based on their management plan, office and site staff, cost control, and project scheduling as described in their interview, which included follow-up questions from the selection committee. The final scores represent the combined totals of the five scoring committee members.

Based on the results of the scoring process, the Scoring Committee is recommending the Governing Board select Core Construction as the CMAR for the Fire Station 232 Remodel Project.

Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board approve a Construction Manager at Risk contract with Core Construction for the Fire Station 232 Remodel Project, following final legal review and approval by Counsel. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

I. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Station 231 Turnout Lockers.

Brad Puckett, Division Chief – Support Services, stated that prior to the turnout storage room renovation at Fire Station 231, turnouts were stored in the apparatus bay, which is no longer acceptable under National Fire Protection Association (NFPA) guidelines relating to carcinogen contamination from vehicular exhaust. The lockers were small and no longer met the needs for Personal Protective Equipment (PPE) storage for today’s modern firefighters. Many firefighters were storing their equipment on top of the lockers or in adjacent lockers due to the lack of space.

Current firefighting guidelines require firefighters to maintain dual sets of PPE for firefighting activities, as well as a ballistic vest. In order to accommodate the dual sets of PPE and ballistic vests new turnout lockers need to be purchased.

Staff solicited bids from three vendors, bid results are below. It is important to note that Staff is recommending the purchase be made from Gear Locker. Although not the lowest of the three bidders, the quality that Gear Locker provides exceeds the quality of the lowest bidder.

Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds to purchase (23) turnout lockers from Gear Locker in a total project amount not to exceed \$14,000. Board Member Gueltzow seconded the motion.

Vote conducted. **MOTION CARRIED.**


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

7. **SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

Board Member Bookie requested an update on legislative activities upon the closing of the current Legislative Session.

8. **ADJOURNMENT**

The meeting adjourned at 12:44 p.m.


John E Crawford (Mar 26, 2021 17:20 PDT)

John Crawford, Board Clerk

February 23 2021 Minutes

Final Audit Report

2021-03-27

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