



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, April 25, 2023

## MINUTES

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

Board Chairman Bookie called the meeting to order on Tuesday, April 25, 2023, at 11:32 a.m. The meeting was held in person and virtually.

Members Present: Board Chairman Richard Bookie (NCFMD), Board Clerk Karen Gueltzow (SCFMD), Board Members Bill Becker (SCFMD), Gary Benson (BVFD), Diane Price (SCFMD), and Tony Sambol (NCFMD)

Members Absent: Board Member Paul Hunter (BVFD)

### 2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### 3. FINANCIAL SUMMARIES AND AUDIT REPORTS

#### A. Arizona Fire & Medical Authority Financial Reports for February 2023.

Rebecca Chitwood, Finance Director reminded the Governing Board that the March 2023 financial reports will be reported out at the May 2023 meeting. The change in schedule by moving the Budget & Finance Committee meeting to the second Tuesday of the month, has necessitated this change.

### 4. CONSENT AGENDA

#### A. Approve the following meeting minutes:

- a. Joint Governing Board Meeting Minutes - March 28, 2023.
- b. Executive Session Meeting Minutes - March 28, 2023.
- c. Regular Governing Board Meeting Minutes - March 28, 2023.

#### B. Accept the South County Fire & Medical District's property annexations approved at their Governing Board meeting on April 25, 2023.

#### C. Ratify appointment of Karen Gueltzow to serve as Chairperson of the AFMA PSPRS Local Board.

- D. Adopt Resolution No. AF23-0425-1 establishing a supplemental salary deferral plan administered by the Arizona State Retirement System and delegate authority to the Fire Chief to execute all documents necessary to carry out the intent of the Resolution and Agreement.
- E. Approve Capital Improvement Plan (CIP) Expenditure – Parking Lot Recoating and Striping Projects at multiple facilities.
- F. Approve Backup Ambulance Agreement with City of Goodyear.

**Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Benson seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

**5. REGULAR BUSINESS**

- A. Discussion and Possible Action relating to the adoption of the Fiscal Year 2023-24 Tentative Budget & Operational Plan and approval of the Capital Improvement Plan (CIP).

Gabe Buldra, James Vincent Group and Director Chitwood presented the Fiscal Year 2023-24 Operating Budget and Capital Improvement Plan Options including an overview of revenues totaling \$57.5 million, (property tax, Fire District Assistance Tax, Ambulance Services, Wildland, grants, and other revenues) and an overview of personnel expenditures totaling \$44 million. Mr. Buldra and Director Chitwood provided an overview of divisional budgets and explained the Staff Recommended Budget which includes a request for property tax rate increases for member districts. Mr. Buldra and Director Chitwood noted that without the approval of the tax rate increases, Staff will be forced to lower the Capital and Contingency Funds to levels that could pose risks to the organization in the future, as well as reduce services to residents by limiting the overtime budget by 27%, a rate that is lower than has been seen in over 4 years. For an agency that is mandated to provide emergency services on a 24-hour basis through the Automatic Aid System, this could pose a significant risk to the organization. Staff explained that with the inflation in the economy (supplies, gas, equipment, vehicles) and the need to improve wages for first responders to match our closest jurisdictions competing for employees, it is necessary to increase property taxes across all member districts.

Discussion ensued relating to a potential bond campaign to seek voter approval for general obligation bonds to fund the CIP. Board Member Becker noted the campaign needs to be strong to ensure enough attention is brought to the situation and the need for the bond funding.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the Staff Recommended Tentative Budget and Capital Improvement Plan (CIP) for Fiscal Year 2023-24. Board Member Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

B. Discussion and Possible Action relating to adoption of proclamation recognizing the week of May 21-27, 2023 as National Emergency Medical Services (EMS) Week.

Division Chief/Fire Marshal Eric Kriwer read the proclamation recognizing May 21-27, 2023 as National Emergency Medical Services Week (EMS) noting that the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week and research shows that access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury. It is appropriate and necessary that we, as a society, recognize the value and accomplishments of emergency medical service providers by designating Emergency Medical Services Week.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring May 21-27, 2023, as National Emergency Medical Services (EMS) Week throughout the Authority. Board Member Becker seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

C. Discussion and Possible Action relating to approval of the Billing Services Agreement with Medclaim Data Services, Inc.

Assistant Chief Chris DeChant stated that Medclaim Data Services (MDS) has served as the ambulance billing company for AFMA (including the North County Fire & Medical District and South County Fire & Medical District) for over 15 years. During this time MDS has provided exceptional customer service with very few citizen complaints.

Over the years, MDS has maintained an above industry average for ambulance revenue collections. MDS does more than just ambulance revenue collection, the services provided by MDS help alleviate the need for additional full-time employees by supporting the Ambulance Membership Program and some records requests functions, to name just a few. MDS is a local vendor with offices located in Phoenix, which has allowed greater communication and fostered improved working relationships.

Assistant Chief DeChant noted that this contract renewal will now include services for the Buckeye Valley Fire District as a new member of the Authority, and with the higher collection rates, should fund the addition of peak time ambulances. Assistant Chief DeChant noted that this is a 2-year contract and can be reevaluated at that time should revenue collection rates fall short.

**Board Member Benson moved that the Arizona Fire & Medical Authority approve the Billing Services Agreement with MediClaim Data Services, Inc. Board Member Price seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditures – Roof Replacement and Repair Projects at multiple facilities.

Division Chief Brad Puckett stated that as part of the CIP for Fiscal Year 2022-23, Fire Station 101 and 102 were identified as needing roof repairs or replacements. Fire Station 101 has been recoated multiple times and now needs a replacement. Fire Station 102 is recommended for a recoating. The Wittmann Annex building is primarily utilized as a storage facility and is in need of a roof replacement.

The Fiscal Year 2022-23 CIP originally budgeted \$12,000 for roof recoating at Stations 101 and 102, however it is now being recommended to replace the roof at Station 101 at a cost not to exceed \$30,000, and due to increase costs in materials bids for the roof recoating at Station 102, at an amount not to exceed \$10,000. Staff requests to utilize funding in the CIP originally planned for facility interior updates at Station 106 to cover these additional expenses. The interior updates at Station 106 are not needed at this time and the project is being removed from the CIP.

Board Member Sambol noted the Budget & Finance Committee discussed this request at their meeting on April 11, 2023 and recommended approval.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$56,000 for roof repairs and replacements at multiple facilities. Board Clerk Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditures – Fencing and Security Gate Project at Fire Station 102.

Division Chief Puckett stated that Fire Station 102 currently does not have security fencing, however this project was identified as part of the approved Fiscal Year 2022-23 CIP. This project includes installation of perimeter fencing and an automated slide gate entrance with electric keypad.

Board Member Sambol noted the Budget & Finance Committee discussed this request at their meeting on April 11, 2023 and recommended approval.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$30,000 for roof the fencing and security gate at Fire Station 102. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol  
NAYS: None  
ABSENT: Hunter

6. **SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS**

There were no additional items suggested.

7. **ADJOURNMENT**

The meeting was adjourned at 11:53 a.m.

*Karen Gueltzow*  
Karen Gueltzow (May 31, 2023 13:45 PDT)  
Karen Gueltzow, Board Clerk







# 04.25.23 AFMA Board Meeting Minutes

Final Audit Report

2023-05-31

Created:	2023-05-24
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## "04.25.23 AFMA Board Meeting Minutes" History

-  Document created by Jan Williams (jwilliams@afma.az.gov)  
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-  Document emailed to kgueltzow@afma.az.gov for signature  
2023-05-24 - 9:28:17 PM GMT
-  Email viewed by kgueltzow@afma.az.gov  
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-  Signer kgueltzow@afma.az.gov entered name at signing as Karen Gueltzow  
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-  Document e-signed by Karen Gueltzow (kgueltzow@afma.az.gov)  
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