



**ARIZONA FIRE & MEDICAL AUTHORITY  
GOVERNING BOARD REGULAR MEETING  
MINUTES**

**Tuesday, May 23, 2023**

**MINUTES**

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

Board Chairman Bookie called the meeting to order on Tuesday, May 23, 2023, at 11:34 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 March 2023.

Rebecca Chitwood, Finance Director reviewed the March 2023 financial reports for the Arizona Fire & Medical Authority and answered all questions from Board Members. Director Chitwood noted that Staff will provide a refresher course on the financial reports and how to read them at an upcoming Board Meeting.

**4. CONSENT AGENDA**

A. Approve Monthly Financial Reports for March 2023.

B. Approve the following meeting minutes:

- a. Joint Governing Board Meeting Minutes – April 18, 2023.
- b. Regular Governing Board Meeting Minutes – April 25, 2023.
- c. Joint Governing Board Meeting Minutes – April 25, 2023.

**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 adoption of proclamation recognizing the week of June 18-24, 2023 as Safety Stand Down Week.

Division Chief/Fire Marshal Eric Kriwer read the proclamation recognizing June 18-24, 2023 as Safety Stand Down Week noting that National Firefighter Safety Stand Down Week is celebrated the third full week of June each year, is sponsored by the International Association of Fire Chiefs (IAFC), the National Volunteer Fire Council (NVFC), and the National Fire Protection Association (NFPA), and highlights critical safety, health, and survival issues for fire and emergency services personnel. Fire Marshal Kriwer noted the recent efforts made to improve firefighter safety on new technologies relating to solar and electric vehicles within the Automatic Aid System and in partnership with the Phoenix Fire Department.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring June 18-24, 2023, as National Safety Stand Down Week throughout the Authority. 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 approval of the Assumption and Consent Agreement between the Buckeye Valley Fire District, the Arizona Fire & Medical Authority and the Arizona Metropolitan Trust.

Shauna Fisher, Human Resources Director explained that legal representatives were unable to negotiate an exit of all Buckeye Valley Fire District (BVFD) employees from their current benefit plan provider, the Arizona Metropolitan Trust, therefore it is necessary to keep the BVFD employees with their current plan administrator for the remainder of the current contract which expires on June 30, 2024.

In order to make all employees working through the Arizona Fire & Medical Authority (AFMA) equal in terms of benefit offerings, it is necessary for AFMA to contribute more toward individual BVFD premium costs. Following the expiration of the agreement all benefit options can be reviewed and adjusted as necessary.

In response to an inquiry, Human Resources Director Fisher explained that any BVFD employee who promotes or transfers into a new position during this contract period, they would then become a full AFMA employee and would be eligible for the benefits offered under the current AFMA benefit provider.

Mark Burdick, Fire Chief noted that both the AZ Metropolitan Trust and the Buckeye Valley Fire District have approved this agreement at their most recent meetings.

**Board Member Benson moved that the Arizona Fire & Medical Authority approve the Assumption and Consent Agreement between the Buckeye Valley Fire District, the Arizona Fire & Medical Authority and the Arizona Metropolitan Trust. Board Member Price 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 Capital Improvement Plan (CIP) Expenditures – Rapid Extrication Module Utility Task Vehicle (UTV) Trailer.

Chris DeChant, Assistant Chief noted this is a request to approve the use of Capital Improvement Plan (CIP) funds to purchase a Rapid Extraction Module Utility Task Vehicle (UTV) Trailer, used to deploy the UTV. This trailer and UTV will be used on wildland deployments by the Rapid Extrication Module Support (REMS) Team. A REMS Team not only provides Advance Life Support medical stand-by services on wildland fires but also technical rope rescue for trapped or injured wildland firefighters. The REMS Team is a deployable asset that will generate revenue for equipment replacement when required. Three quotes were obtained and Staff is recommending a purchase be made from Wickenburg Trailer Sales due to the axle strength, suspension, and tire capability of their trailer as well as immediate availability.

**Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$13,000 for the purchase of a new UTV trailer. Board Clerk Gueltzow 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 Contingency Fund transfers to multiple operating accounts to balance the Fiscal Year 2022/23 Operating Budget.

Director Chitwood stated that the purpose of this item is to seek approval to transfer monies from the Contingency Fund to the Legal/Consulting Account (\$15,000), the Hiring, Testing & Recruitment Account (\$5,000), the Traumatic Event Counseling Account (\$16,000), the Duty Uniform Account (16,000), the Personal Protective Equipment Account (\$35,000), and the EMS/Medical Supply Account (\$45,000). Director Chitwood noted that these over run in expenses are largely due to the necessary contract and logistic needs of entering a partnership with the Buckeye Valley Fire District, and ongoing inflationary cost increases for medical supplies. Director Chitwood noted that after the proposed transfer there will be \$56,000 remaining in the Contingency Fund.

In response to an inquiry, Director Chitwood noted that AFMA has monies in the Pension Reserve Account, however due to accounting rules relating to pension funds, cannot be used for the current Fiscal Year.

**Board Member Price moved that the Arizona Fire & Medical Authority Governing Board approve a transfer of \$132,000 from the Contingency Fund to the Operating accounts listed under the Fiscal Implications Section of this Agenda Staff Report for Fiscal Year 2022/23. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

E. Receive updates on the Fiscal Year 2023/24 budget development process.

Director Chitwood provided an update on the status of the Fiscal Year 2023/24 Budget development process noting that the Governing Boards all adopted their tentative budgets in April 2023, which included a .17 cent tax rate increase for both North County and South County Fire & Medical Districts, and a .13 cent tax rate increase for Buckeye Valley Fire District. Director Chitwood noted that the tentative budget sets the ceiling for the annual budgets, line items within that ceiling amount can be modified up to the point of final adoption, but modifying the ceiling amount will trigger a reposting requirement. State Law requires the final budget be adopted and submitted to the County by August 1.

In response to inquiries, Captain Johnny Padilla and Captain Scott Dial, Local 3573 Representatives, noted that the labor group requires a 2-week review period for membership to review and vote on the draft Memorandum of Understanding (MOU) before finalizing, this process should be complete by June 1, 2023, but noted that this vote outcome will not change any of the monetary impacts to the proposed budget.

Discussion ensued relating to the various methods used to fund both the contingency fund and the Capital Improvement Plan (CIP), (tax revenue, rollover of fund balances, general obligation bonds).

In response to an inquiry, Gabe Buldra, James Vincent Group stated that a .5 cent reduction in the proposed tax rate would equate to approximately \$500,000 in revenue.

Discussion ensued relating to the Pension Reserve Fund and the best uses for this fund balance allowed under generally accepted accounting principles and industry best practices.

Board Member Price stated her reticence for making changes to the current budget tentatively adopted noting that the Governing Boards have been reviewing much of these cost constraints throughout the year but would be interested in reviewing ways where this tax rate could be decreased in the future.

Board Member Benson stated that outreach and education to the affected communities will be vitally important in helping the tax payors understand the need for the increase.

Board Member Becker stated his support for Local 3573, and expressed concern or compounding tax rate increases in future fiscal years.

Captain Dial noted Local 3573 strong recommendation to prioritize funding the Capital Improvement Plan (CIP) as the lifespan of apparatus have been pushed out in recent years, call volume continues to go up, and the cost and timeline for delivery of apparatus have also increased these past few years.

Board Members requested additional information on the various tax rates and their impacts to the Operating Budget, the Contingency Fund, and the Capital Account for this coming Fiscal Year.

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

There were no additional items suggested.

**7. ADJOURNMENT**

The meeting was adjourned at 1:02 p.m.

*Karen Gueltzow*  
Karen Gueltzow (Jun 29, 2023 16:42 PDT)

Karen Gueltzow, Board Clerk







# 05.23.23 AFMA Board Meeting Minutes - Final

Final Audit Report

2023-06-29

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