



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, May 25, 2021

## MINUTES

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

Board Chairman Wilson called the meeting to order on Tuesday, May 25, 2021, at 11:43 a.m. The meeting was held telephonically and in person 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 Tony Sambol.

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Kane Nixon, Assistant Fire Marshal Tom O'Donohue, Division Chief Brad Puckett, Captain Matt Burry, Acting Finance Manager Coaleen Poland, and Administrative Director Dawn Miller.

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Member James Young; South County Fire & Medical District Board Members Jack Arend, Bill Becker, and Diane Price, Sun City West Residents James Canning, and Michael McNee.

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 April 2021.

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

**4. CONSENT AGENDA**

- A. Approve Monthly Financial Report for April 2021.
- B. Approve Regular Board Meeting Minutes –April 27, 2021.
- C. Accept the South County Fire & Medical District’s Fire Protection Agreement approved at their Governing Board meeting on May 25, 2021.
- D. Accept the North County Fire & Medical District’s Fire Protection Agreement approved at their Governing Board meeting on May 25, 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, Sambol, 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 April 2021.

At both the SCFMD and NCFMD Governing Board meetings on May 25, 2021, the following presentation was given.

Chris DeChant, Assistant Chief presented the Operations Division Monthly Report for April 2021 and answered any questions from Board Members.

Assistant Chief DeChant noted that the Operations Division has started to see a slight increase in overall call volume.

There were no further questions and no other elaboration needed.

- B. Community Risk Management Division – Current Event Summary for April 2021

At both the SCFMD and NCFMD Governing Board meetings on May 25, 2021, the following presentation was given.

Kane Nixon, Division Chief presented the Community Risk Management Division Monthly Report for April 2021 and answered any questions from Board Members.

Division Chief Nixon discussed the tenant improvements in the areas.

There were no further questions and no other elaboration needed.

C. Business Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for April 2021

At both the SCFMD and NCFMD Governing Board meetings on May 25, 2021, the following presentations were given.

Mary Dalton, Assistant Chief – Business Division presented the Business Services Division Report for April 2021 and answered any questions from Board Members noting that the Administrative and Financial Sections had been working diligently on the FY 2021-22 Budget & Operational Plan.

Legal & Intergovernmental Affairs Director Miller gave updates in this area and on potential legislative changes and answered all Board Member questions.

Division Chief Nixon provided the Governing Board with an update on the COVID-19 statistics and activities statewide and locally. He provided information on the statewide hospitalization rates as well as local vaccination rates.

There were no further questions from the Board and no further elaboration needed.

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 April 2021. Captain Burry announced that the AFMA Firefighters Charities raised \$20,000 in April 2021 for the Muscular Dystrophy Association through the Fill a Boot campaign.

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.

**6. REGULAR BUSINESS**

A. Discussion and Possible Action relating to adoption of proclamation declaring the week of June 20-26, 2021, as Firefighter Stand Down Week.

Division Chief Nixon reviewed the background of Firefighter Stand Down Week. Division Chief Nixon read the proclamation to the Board.

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring the week of June 20-26, 2021, as Firefighter Stand Down Week. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

B. Discussion and Possible Action relating to appointment of new member for the Budget & Finance Committee.

Chairman Wilson Appointed Board Member James Young to the Budget & Finance Committee.

Board Member Young accepted the appointment.

C. Discussion and Possible Action relating to approval of the Fiscal Year 2018-22 Updated Strategic Plan.

A detailed discussion of the Fiscal Year 2018-22 Updated Strategic Plan was given at the Joint Budget Workshop on May 18, 2021. Division Chief Nixon noted there were no changes since that meeting and answered any questions.

**Board Member Gueltzow moved that the Arizona Fire & Medical Authority approve the Fiscal Year 2018-22 Updated Strategic Plan. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

D. Discussion and Possible Action relating to approval of the Fiscal Year 2021-22 Capital Improvement Plan (CIP).

A detailed discussion of the Fiscal Year 2021-22 Capital Improvement Plan was given at the Joint Budget Workshop on May 18, 2021. Assistant Chief Dalton indicated there had been no changes to the Capital Improvement Plan since that meeting and answered all questions.

**Board Member Sambol moved that the Arizona Fire & Medical Authority approve the Fiscal Year 2021-22 Capital Improvement Plan. Board Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

- E. Discussion and Possible Action relating to changes to Policy No. 8.01.02- Capital Improvement Plan (CIP).

Assistant Chief Dalton explained that there was language added to the policy to reflect the potential use of the Certificates of Participation.

**Board Member Bookie moved that Arizona Fire & Medical Authority Governing Board approve the changes to Policy No. 8.01.02- Capital Improvement Plan (CIP). Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

- F. Discussion and Possible Action relating to approval of the Fiscal Year 2021-22 Tentative Budget & Operational Plan.

A detailed discussion of the Fiscal Year 2021-22 Tentative Budget & Operational Plan was given at the Joint Budget Workshop on May 18, 2021. At both the SCFMD and NCFMD Governing Board meetings on May 25, 2021, Assistant Chief Dalton reviewed the changes to the Tentative Budget & Operational Plan that had been made since that meeting. She reviewed in detail the changes that were made related to the potential use of Certificates of Participation. Assistant Chief Dalton answered all questions from Board Members.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2021-22 Tentative Budget & Operational Plan. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Sambol, Wilson

NAYS: None

ABSENT: None

- G. Discussion and Possible Action relating to the use of Certificates of Participation (COP) for the potential refinancing of the Authority's Public Safety Personnel Retirement System (PSPRS) pension liability debt.

Assistant Chief Dalton had discussed Certificates of Participation in the previous agenda item as related to the Fiscal Year 2021-22 Tentative Budget & Operational Plan. Assistant Chief Dalton indicated there was no further information on this item at this time.

- H. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – for Fire Station 106- Awnings/Gate Opener.

Division Chief Puckett explained this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to make specific improvements to Station 106. These improvements include the addition of a patio cover for the back patio, a shade structure on the west side of the station to protect apparatus, an automatic gate for the water tenders and brush trucks, lighting and associated electrical. This item is included in the Authority's CIP for Fiscal Year 2020/21

Division Chief Puckett further explained that the patio on the back side of the station utilized as an outside sitting area and BBQ is currently uncovered. This proposal would cover the area with a 16' x 20' sloping steel structure to provide shade and weather protection. The back door to the facility will be shaded by the structure as well. The area where the water tenders and brush truck are parked on the west side of the station is not covered, exposing the apparatus to sun causing deterioration of equipment and the apparatus. This proposal would cover the area with a 105' x 20' commercial 95 fabric shade structure. Response exiting for the water tenders and brush truck is currently through a manually locked and opened gate. This proposal would also install an electric gate in its place that would match the gate on the east side of the station, with a comparable electronic gate mechanism. Lighting, receptacles and gate power would be installed on the west side of the structure as well. There was a total of seven vendors who submitted bids for this project. Staff is recommending Shade Masters to complete all three sections of the project. Shade masters is the only bidder who could complete all three sections providing a substantial savings for the entire project.

This project was presented to the Budget & Finance Committee on May 18, 2021 and the Committee recommended for approval of this project.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$50,000 for the installation of a patio cover, shade structure, electronic gate and associated electrical work at Fire Station 106. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

I. Discussion and Possible Action relating to Capital Improvement Plan (CIP) expenditure for Firefighting Foam Disposal.

Division Chief Puckett explained that this is a request for the Arizona Fire & Medical Authority Governing Board to approve the use of Capital Improvement Plan (CIP) funds to dispose of Aqueous Film Forming Foam (AFFF) and other expired foam products.

Division Chief Puckett further explained that firefighting foam products are utilized in certain situations to mitigate fires that respond poorly to water alone. Recent scientific analysis has determined that the chemical agents utilized for AFFF to be an effective

extinguishing agent, Polyfluoroalkyl Substances (PFAS), are harmful to the environment and are linked to many forms of cancer in humans. All AFFF's containing PFAS must now be eliminated from use as a firefighting agent. AFMA currently has 250 gallons of AFFF with PFAS and other expired foam products that need to be mitigated by a licensed contractor who specializes in this type of chemical disposal. Several contractors were contacted to give bids on removal and documented disposal, while only a single contractor submitted a bid.

Division Chief Puckett answered all questions from Board Members.

This project was presented to the Budget & Finance Committee on May 18, 2021, and the Committee recommended for approval of this project.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$5,000 for the removal and disposal of all AFFF with PFAS and expired foam products. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

J. Discussion and Possible Action relating to the Maricopa County- Community Development Block Grant.

Assistant Chief Dalton explained that this is a request for the Arizona Fire & Medical Authority Governing Board to approve the Program Year 2021-2022 Urban County CDBG Funding Award awarded by the Community Development Advisory Committee and the Maricopa County Board of Supervisors in the amount of \$107,374 for the Tonopah Fire Station (FS341) Back-Up Generator Purchase and Installation Project. Assistant Chief Dalton also noted that this amount is projected to cover 100% cost of the project with no matching requirements.

Assistant Chief Dalton mentioned that the Authority applied for funding through Maricopa County's Community Development Block Grant (CDBG) program offered in the county's urban areas. The Authority requested the purchase of one emergency back-up generator for Fire Station 341 in Tonopah and one for Fire Station 106 in Wittmann for a total of \$214,748 (\$107,374 each). Although the funding was not awarded for Fire Station 106 in Wittmann, the County has indicated funding may be granted if funds are available in their 2020-2021 carryover. If so, AFMA is at the top of the priority list for an additional award of \$107,374 for Fire Station 106 in Wittmann.

**Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board accept the 2021-2022 Urban County CDBG Funding Award. Board Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

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

Future agenda items were reviewed.

**ADJOURNMENT**

The meeting adjourned at 12:18 p.m.

*John E Crawford*  
John E Crawford (Jun 24, 2021 14:21 MDT)

---

John Crawford, Board Clerk

Approved








# May 25, 2021 AFMA Governing Board Final Minutes

Final Audit Report

2021-06-24

Created:	2021-06-24
By:	Dawn Miller (dmiller@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGfAGpOER4_xrKTX2S8jTJO_JWfwPJsnA

## "May 25, 2021 AFMA Governing Board Final Minutes" History

-  Document created by Dawn Miller (dmiller@afma.az.gov)  
2021-06-24 - 5:15:31 PM GMT- IP address: 66.210.247.226
-  Document emailed to John E Crawford (jcrawford@afma.az.gov) for signature  
2021-06-24 - 5:23:48 PM GMT
-  Email viewed by John E Crawford (jcrawford@afma.az.gov)  
2021-06-24 - 8:19:56 PM GMT- IP address: 199.117.230.43
-  Document e-signed by John E Crawford (jcrawford@afma.az.gov)  
Signature Date: 2021-06-24 - 8:21:21 PM GMT - Time Source: server- IP address: 199.117.230.43
-  Agreement completed.  
2021-06-24 - 8:21:21 PM GMT