



NORTH COUNTY FIRE & MEDICAL DISTRICT 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 10:23 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 Members Richard Bookie, Tony Sambol, and James Young

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Kane Nixon, Fire Marshal Tom O'Donahue, 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: South County Fire & Medical District Board Members Jack Arend, Bill Becker, John Crawford, Karen Gueltzow, and Diane Price, Sun City West Residents James Canning, and Michael McNee.

Media Present: None

Public Comment: None

2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

3. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. North County Fire & Medical District Financial Reports for March and April 2021.

Coaleen Poland, Acting Finance Manager presented the North County Fire & Medical District Financial Reports for March and April 2021 and answered any questions from

Board Members.

4. CONSENT AGENDA

- A. Approve Monthly Financial Reports for March and April 2021.
- B. Approve Transfer of Revenues from North County Fire & Medical District to Arizona Fire & Medical Authority (AFMA) in accordance with the AFMA Joint Power Authority Intergovernmental Agreement.
- C. Approve Governing Board Meeting Minutes –March 23, 2021.
- D. Accept Fire Protection Services Agreement with Sondra Hesse.

Board Member Bookie moved that the North County Fire & Medical District Governing Board approve all items on the Consent agenda. Board Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

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.

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.

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

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. In response to an inquiry, Assistant Fire Marshall O’Donohue also provided information about recent tenant improvements.

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

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. Division Chief Nixon responded to questions regarding the vaccination rates.

- D. Correspondence Review- Correspondence received or sent by the North County Fire & Medical District 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 the Board Member vacancy.

The Board discussed the options of filling the vacant Board position. It was determined that the vacancy would be posted. Applications for the position would be accepted until June 15, 2021. If needed, interviews would be conducted at the next scheduled NCFMD Board Meeting on June 22, 2021.

- B. Discussion and Possible Action relating to the election of a Board Clerk.

Board Member Sambol nominated Board Member Young to serve as Board Clerk for North County Fire & Medical District.

Board Member Young accepted the nomination.

There were no further nominations.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

NAYS: None

ABSENT: None

- C. Discussion and Possible Action relating to the appointment of a representative to the Arizona Fire & Medical Authority Governing Board

Board Member Bookie nominated Board Member Sambol to serve as representative to the Arizona Fire & Medical Authority Governing Board.

Board Member Sambol accepted the nomination.

There were no further nominations.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

NAYS: None

ABSENT: None

D. 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 Young mentioned that the inflationary impact should be added to the Strategic Planning process.

Board Member Sambol moved that the North County Fire & Medical District approve the Fiscal Year 2018-22 Updated Strategic Plan. Board Member Young seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

NAYS: None

ABSENT: None

E. 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 North County Fire & Medical District approve the Fiscal Year 2021-22 Capital Improvement Plan. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

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.

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 Young moved that the North County Fire & Medical District approve the Fiscal Year 2021-22 Tentative Budget & Operational Plan. Board Member Bookie seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

NAYS: None

ABSENT: None

G. Discussion and Possible Action relating to the use of Certificates of Participation (COP) for the potential refinancing of the 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 related to Auditing Bid Approval with Walker & Armstrong, LLP.

Acting Finance Manager Poland had reviewed this item in detail at the Arizona Fire & Medical Authority Governing Board meeting on April 27, 2021. Staff are requesting that the Board approve the use of Walker & Armstrong, LLP for another three years beginning in Fiscal Year 2021-22. Acting Finance Manager Poland answered any questions.

Board Member Bookie moved that the North County Fire & Medical District Governing Board approve the use of Walker & Armstrong, LLP for a period of three years beginning in Fiscal Year 2021-22. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Wilson, Young

NAYS: None

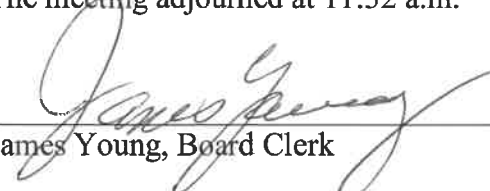
ABSENT: None

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

Future agenda items were reviewed.

8. **ADJOURNMENT**

The meeting adjourned at 11:32 a.m.



James Young, Board Clerk

Approved