



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, June 22, 2021

## MINUTES

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

Board Chairman Wilson called the meeting to order on Tuesday, June 22, 2021, at 12:08 p.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 and Board Members Richard Bookie, Karen Gueltzow and Tony Sambol.

Members Absent: Board Clerk John Crawford

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Division Chief Kane Nixon, Division Chief/Fire Marshal Eric Kriwer, Division Chief Brad Puckett, Captain Johnny Padilla, Acting Finance Manager Coaleen Poland, Management Analyst Deborah Musselman, 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 Bill Becker and Diane Price.

Media Present: None

### 2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Chairman Wilson led the Pledge of Allegiance.

### 3. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### 4. FINANCIAL SUMMARIES

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

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

**5. PUBLIC HEARING**

- A. Hold a public hearing relating to the adoption of Resolution No. AF21-0622-1 of the Arizona Fire & Medical Authority adopting the Fiscal Year 2021-22 Budget & Operational Plan.

Assistant Chief Dalton presented the Governing Board with the final Fiscal Year 2021-22 Budget & Operational Plan noting that this document is largely the same as the tentatively adopted budget from May 2021. She noted that the tax rate remains the same at \$3.20 for SCFMD and \$2.86 for NCFMD.

Assistant Chief Dalton stated that the budget plan endeavors to maintain or enhance service and to program public funds in an efficient manner. Assistant Chief Dalton answered all questions from Board Members.

Board Chairman Wilson opened the public hearing. There were no public comments received. Board Chairman Wilson closed the public hearing.

**Board Member Sambol moved that the Arizona Fire & Medical Authority adopt Resolution No. AF21-0622-1 adopting the Fiscal Year 2021-22 Budget & Operational Plan. Board Member Gueltzow seconded the motion.**

Vote Conducted: **MOTION CARRIED.**

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

**6. CONSENT AGENDA**

- A. Approve Monthly Financial Report for May 2021.
- B. Approve Executive Session Minutes - April 27, 2021.
- C. Approve Joint Governing Board Budget Workshop Meeting Minutes - May 18, 2021.
- D. Approve Regular Board Meeting Minutes – May 25, 2021.
- E. Accept the South County Fire & Medical District’s property annexations approved at their Governing Board meeting on June 22, 2021.
- F. Accept the North County Fire & Medical District’s Fire Protection Agreement approved at their Governing Board meeting on June 22, 2021.

- G. Approve the linking agreement between the Arizona Fire & Medical Authority and H & E Equipment Services.
- H. Adopt Policy Changes to Policy No. 6.01- vacation leave and 6.02-sick leave.

**Board Clerk Bookie 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, Gueltzow, Sambol, Wilson  
NAYS: None  
ABSENT: Crawford

**7. CURRENT EVENTS SUMMARIES AND REPORTS**

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

At both the SCFMD and NCFMD Governing Board meetings on June 22, 2021, the following presentation was given.

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

Assistant Chief DeChant noted that the Operations Division continues to see a slight increase in overall call volume. Assistant Chief DeChant gave an update on the Secure the Cities Program. Assistant Chief DeChant also updated the Board on wildland fires.

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

At both the SCFMD and NCFMD Governing Board meetings on June 22, 2021, the following presentation was given.

Eric Kriwer, Division Chief/Fire Marshal presented the Community Risk Management Division Monthly Report for May 2021 and answered any questions from Board Members.

Division Chief/Fire Marshal Kriwer noted that there had been one fire in the Authority with a total loss.

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 May 2021.

At both the SCFMD and NCFMD Governing Board meetings on June 22, 2021, the following presentations were given.

Mary Dalton, Assistant Chief – Business Division presented the Business Services Division Report for May 2021 and answered any questions from Board Members noting that the Administrative and Financial Sections had worked diligently on finalizing the FY 2021-22 Budget & Operational Plan. Assistant Chief Dalton also gave legislative updates to the Board.

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.

Johnny Padilla, Local 3573 representative, through Zoom chat provided the Governing Board with an update on the AFMA Firefighters Charities activities for the month of May 2021. Captain Padilla noted that there was an upcoming fundraiser at Tim Finnegan’s on July 24, 2021.

E. 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.

**8. REGULAR BUSINESS**

A. Discussion and Possible Action regarding Certificates of Participation (COP) relating to potential refinancing of the Public Safety Personnel Retirement System (PSPRS) pension liability debt.

Fire Chief Biscoe provided an update on the status of the Certificates of Participation (COP) process, noting that there may be some finalization of a package in July for the Governing Boards to review. Fire Chief Biscoe discussed the S & P rating process which the Board had previously approved up to \$40,000 for the process. Chief Biscoe mentioned that there may be the need for a private rating, and that this may require up to an additional \$10,000. Chief Biscoe stated that the importance of this is because the better the rating the better the interest rate resulting in significant savings for the Authority.

**Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board authorize staff to apply for a Private Rating if necessary and approve an additional \$10,000 for this expenditure. Board Member Sambol seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

B. Discussion and Possible Action relating to the residential solar system permit fee-

temporary moratorium update.

Division Chief/Fire Marshal Eric Kriwer gave an update on the residential solar system permit fee temporary moratorium. Division Chief Kriwer noted that on February 23, 2021, the AFMA Governing Board approved a temporary moratorium on permit fees for solar photovoltaic power systems (solar panels) on R-3 residential properties until July 1, 2021.

The Maricopa County Building Official explained their staff requires a separate permit due to the varying review items between the fire code, national electric code, and building code. Additionally, independent inspections occur to look at the different items that are reviewed. Staff is confident the industry is not being charged an excessive secondary permit fee. Division Chief/ Fire Marshal Kriwer noted that the temporary moratorium would end on July 1, 2021.

Division Chief/Fire Marshal Kriwer answered all Board Member questions.

C. Discussion and Possible Action regarding Capital Improvement Plan (CIP) Expenditure – Fire Station Furniture.

Division Chief Puckett requested the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Plan (CIP) funds to purchase furniture for Fire Stations 102, 103, and 231. Division Chief Puckett explained that several stations have furniture that needs to be replaced due to high usage, age, and wear. A minimum of three quotes were received for each type of furniture. While funds were approved in the Capital Improvement Plan to replace furniture in the amount of \$7500 for Station 103, the Authority would be better served to spread the expenditure across the various Stations in the following manner.

Station 102	4 Desk Chairs, 10 Bunkroom Chairs, 2 Captains Office Chairs
Station 103	3 Bar Stools
Station 231	7 Recliners

Division Chief Puckett answered all questions from Board Members.

This project was presented to the Budget & Finance Committee on June 15, 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 \$8,000 for the replacement of furniture at various AFMA facilities. Committee Member Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action regarding Capital Improvement Plan (CIP) expenditure- Apparatus Key Secure Systems.

Division Chief Puckett requested the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Plan (CIP) funds to purchase Apparatus Key Secure Systems to replace the Knox Box systems, which are becoming outdated, throughout the Authority Fleet.

Division Chief Puckett explained that the Apparatus Key Secure Systems will replace the Knox systems in Authority apparatus that secure lock box keys for residential and commercial buildings in the Authority and surrounding partner agencies. This system allows secure storage of keys in each responding apparatus, providing Authority personnel immediate access to residential homes with Authority sponsored lock boxes as well as commercial structures. The Apparatus Key Secure Systems integrate with existing Authority software eliminating the need for additional software. The proposed system: is custom assembled by AFMA, utilizes sole source components from CompX Corporation, and was developed after an extensive search for a viable commercial replacement for a Knox system was not found.

Division Chief Puckett answered all questions from Board Members.

This project was presented to the Budget & Finance Committee on June 15, 2021, and the Committee recommended for approval of this project.

**Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the use of CIP funds in an amount not to exceed \$45,000 for the purchase of 32 Apparatus Key Secure Systems. Board Clerk Gueltzow seconded the motion.**

Vote conducted. **MOTION CARRIED.**

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

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

Future agenda items were reviewed.

10. **ADJOURNMENT**

The meeting adjourned at 12:56 p.m.

  
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John Crawford, Board Clerk