



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, July 25, 2023

MINUTES

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

Board Chairman Bookie called the AFMA Governing Board meeting to order on Tuesday, July 25, 2023, at 11:22 a.m. The meeting was held both in person and virtually.

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

Members Absent: None

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

Chairman Bookie led the Pledge of Allegiance.

3. CALL TO THE PUBLIC

North County Board Member James Young expressed appreciation to the AFMA Governing Board for their many hours spent managing the affairs of the Authority.

North County Board Member David Wilson expressed concerns related to the public disclosure of the topics discussed under Executive Session during the previous month.

Legal & Intergovernmental Affairs Director Lee Miller noted an email from Board Member Wilson was received by Staff and a response will be provided.

4. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. Arizona Fire & Medical Authority Financial Reports for May 2023.

Rebecca Chitwood, Finance Director reviewed the May 2023 financial reports for the Arizona Fire & Medical Authority and answered all questions from Board Members.

5. **CONSENT AGENDA**

- A. Approve Monthly Financial Reports for May 2023.
- B. Approve the following meeting minutes:
 - a. Joint Governing Board Meeting Minutes of June 27, 2023
 - b. Regular Governing Board Meeting Minutes of June 27, 2023
 - c. Executive Session Meeting Minutes of June 27, 2023

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

Vote conducted. **MOTION CARRIED.**

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

6. **CURRENT EVENT SUMMARIES AND REPORTS**

- A. Operations Division (Including Operations/Deployment and Emergency Medical Services/Training)–Current Event Summary for June 2023

Assistant Chief Eric Kriwer presented the Operations Division Monthly Report, Emergency Medical Services (EMS) Director Nick Ells presented the EMS report update, and Division Chief Spencer Snyder presented the Training report update for the month of June 2023.

In response to an inquiry, Assistant Chief Kriwer explained that when the Authority responds to a fire in our jurisdiction which is ultimately turned over to State land resources the Authority covers expenses until the point the fire is turned over, at that point if Authority resources are retained on site, the State will pay the Authority for services.

Discussion ensued relating to electric vehicle fires, methods to put them out, and current research taking place to inform better fire fighter training techniques.

- B. Community Risk Management Division – Current Event Summary for June 2023

Assistant Chief Kriwer presented the Community Risk Management Division Monthly Report for June 2023 and answered all questions from Board Members. Assistant Chief Kriwer noted that Deputy Chief Robert Olmstead will be providing future monthly reports on the Community Risk Management Division.

- C. Business Services Division (including Planning/Tech Services/Emergency Management/Support Services, Financial Services, Administration, and Human Resources) – Current Event Summary for June 2023

Assistant Chief Mary Dalton provided the Governing Boards with an update on recent legislative activities. Human Resources Director Shauna Fisher, Administrative Director Dusty Christopherson, Finance Director Rebecca Chitwood, and Division Chief Kane Nixon presented their individual Business Division Monthly Reports for June 2023 and answered all questions from Board Members.

- D. Arizona Fire & Medical Authority Chapter of The United Sun Cities Firefighters Association International Association of Firefighters Local 3573 Updates.

Scott Dial, Local 3573 Representative, provided updates on the activities and events of Local 3573 for the month of June 2023 and announced the Annual Heat Wave taking place on August 19, 2023 at 3:00 p.m. at Tim Finnegan’s in Glendale. Captain Dial stated that the Local has been contacted by other labor groups inquiring about the merger process.

- E. Correspondence Review – Correspondence received or sent by the Governing Boards/Fire Chief which would be of interest to the Governing Boards will be reviewed by the AFMA Board Clerk.

Board Clerk Gueltzow reviewed the correspondence received during the month of June 2023.

7. REGULAR BUSINESS

- A. Discussion and Possible Action relating to approval of the Fiscal Year 2024 Securing the Cities Cooperative Agreement with Maricopa County.

Spencer Snyder, Battalion Chief noted that Securing the Cities’ mission is to prevent the successful possession, movement, and deployment of a nuclear or radiological weapon and component materials by an adversary within Maricopa County by enhancing the nuclear detection capabilities of the county and local agencies. This mission is deployed through distributing radiological detection and identification equipment, first responder training, and developing a common operating picture through regional planning and coordination.

Staff is requesting approval of the Fiscal Year 2024 Securing the Cities Cooperative Agreement with Maricopa County Department of Emergency Management for \$70,680 in grant funding to fund backfill or overtime costs directly resulting from attendance and participation in training, drills, and exercises.

Board Member Price moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2024 Securing the Cities Program Implementation Cooperative Agreement with Maricopa County to receive \$70,680 in grant funding. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

B. Discussion and Possible Action relating to the formation of an AFMA non-profit to support fire and emergency services operations.

Assistant Chief Dalton stated that to assist the funding challenges faced by the Authority, Staff proposes the establishment of a nonprofit foundation dedicated to soliciting and managing donations from citizens, businesses, and organizations. This foundation would operate independently, with the primary goal of augmenting the Authority's resources and improving its ability to serve the community effectively.

In response to inquiries Director Miller noted that the foundation would have its own Governing Board separate from the Authority Governing Board and that the two boards would need to discuss how billing would work between them.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board approve the formation of a non-profit foundation and authorize a not to exceed amount of \$2,000 to begin the formation of the foundation. Board Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

C. Receive update on the reorganization of the Governance & Legislative Committee.

Governance & Legislative Committee Chairman Bill Becker provided an update to the Governing Board on the reorganization of the Governance & Legislative Committee noting the members appointed, the meeting schedule and the items to be discussed.

D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Ucapit Machine Infrastructure.

Division Chief Nick Ells stated that with Buckeye Valley joining AFMA, all are now under the medical direction of International Medical Direction (IMD), who require the implementation of U-Capit machines to track and dispense medication. The Authority aims to standardize medication and restocking processes across all Buckeye Valley stations, which is why the networking capabilities at three stations (Station 321, 328, and 324) need to be enhanced. Currently, these three locations lack proper networking infrastructure, with two of the stations having communication rooms in separate buildings. By implementing a comprehensive plan, the networking capabilities at the Buckeye Valley stations will be significantly enhanced, enabling the smooth operation of EMS vending machines and

improved communications.

The estimate provided by SunState Technology is \$14,208.21. In the currently approved CIP, there is \$51,000 earmarked for computer, network, and software security requirements. This project falls in line with the intention of that CIP project.

In response to an inquiry Division Chief Ells noted that installation could take up to 4 weeks, September 1, 2023 is the target operational date.

Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board approve the use of Capital Improvement Funds in an amount not to exceed \$15,000 to complete the installation of the Ucapit Machines at Stations 321, 328, and 324. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

E. Discussion relating to community outreach on tax rate increases and potential bond elections.

Director Miller stated that Staff is requesting Board Member support to begin engaging with the Community on the Authority budgetary needs and to gauge community interest and support for a potential bond election in 2024.

Staff is requesting Board Members volunteer to attend with Staff who will provide a presentation and speaking points. Tentative meetings are being planned for the September or October 2023 time frame. The deadline on whether or not to hold a bond election is June 2024.

8. EXECUTIVE SESSION

Board Member Hunter moved that the AFMA Governing Board convene into Executive Session to discuss issues relating to ARS Section 38-431.03(A)(1) relating to personnel matters. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

The AFMA Governing Board convened into Executive Session at 1:07 p.m., and reconvened in open session at 3:23 p.m., with Board Member Benson absent.

Board Member Hunter moved that the AFMA Governing Board accept the final draft of the disciplinary document as prepared by Counsel and direct Counsel to deliver the approved disciplinary document to Fire Chief Mark Burdick today. Board Member Becker seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

9. FIRE CHIEF UPDATES

Fire Chief Burdick provided the Governing Board with updates on social media and outreach communications, ambulance vehicle deliveries, wildland team fire truck donation, Town of Gila Bend inquiries, internal office location changes, interfacility stipends and the status of the peak time ambulances.

10. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

The Governing Board requested an update on the City of Buckeye’s interest in the Certificate of Necessity and a summary of Arizona Fire Chief’s Association conference sessions attended by Staff.

11. ADJOURNMENT

The meeting was adjourned at 3:44 p.m.

Karen Gueltzow
Karen Gueltzow (Aug 23, 2023 08:49 PDT)

Karen Gueltzow, Board Clerk


07.25.23 AFMA Board Meeting Minutes - Final


Final Audit Report


2023-08-23


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