



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, August 22, 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, August 22, 2023, at 11:10 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), Diane Price (SCFMD), Tony Sambol (NCFMD)

Members Absent: Board Member Paul Hunter (BVFD)

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

Chairman Bookie led the Pledge of Allegiance.

3. CALL TO THE PUBLIC

There was no response to the Call to the Public.

4. FINANCIAL SUMMARIES AND AUDIT REPORTS

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

Rebecca Chitwood, Finance Director reviewed the June 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 June 2023.

B. Approve the following meeting minutes:

- a. Joint Governing Board
 - i. July 11, 2023
- b. Regular Governing Board
 - i. July 11, 2023
 - ii. July 25, 2023

- c. Executive Session
 - i. July 11, 2023
 - ii. July 25, 2023

- C. Approve the Financial Consultant Services Agreement with the James Vincent Group.
- D. Approve the Settlement and Release Agreement with Craig Daniels.

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

6. CURRENT EVENT SUMMARIES AND REPORTS

- A. Operations/Community Risk Management Division (Including Operations/Deployment, Wildland and Community Risk Management)–Current Event Summary for July 2023.

Assistant Chief Eric Kriwer presented the Operations Division Monthly Report noting that wildland teams are currently deployed in Texas and California for up to two weeks at a time, then can be switched out and replaced if still needed. The wildland team expenses are cost neutral as all overtime and resources are paid for by the State.

Assistant Chief Kriwer presented the Community Risk Management Division monthly report and noted that an outside plan review agency was utilized for review of the proposed Mountainside High School plans in Wittmann.

- B. Logistics Division (Including Training, Support Services, Fleet, Emergency Medical Services, and Informational Technology – Current Event Summary for July 2023

Emergency Medical Services (EMS) Director Nick Ells presented the EMS report update and highlighted the Authority’s quick on-scene times and their importance in positive patient outcomes.

Training Division Captain Eric Lochner presented the Training report update and noted the significant improvement in training hours and highlighted electric vehicle fire challenges and training opportunities available so far. Division Chief Lochner answered Board Member inquiries relating to the upcoming voluntary Engineer’s Academy and promotional testing process.

Deputy Chief Brad Puckett presented the Support Services Division monthly update and noted that five ambulances have been delivered to date, with a few more pending delivery

in the next six to eight months. The Utility Vehicle trailer has been delivered as well. In response to an inquiry, Deputy Chief Puckett noted that from the time of order to delivery for ambulances is now about two years.

Information Technology (IT) Manager Chris Arrington provided the monthly update for the IT Division. In response to an inquiry, IT Manager Arrington noted that some outdated equipment has been donated to struggling districts, most IT equipment is bundled together and auctioned off through publicsurplus.com.

The Governing Board took a recess at 12:08 p.m. and reconvened at 12:25 p.m.

C. Liaison Division (Including Professional Standards, Health/Wellness/Safety, and Human Resources) – Current Event Summary for July 2023.

Human Resources Director Shauna Fisher provided the Governing Boards with an update on employee recruitment efforts, worker’s compensation and Family Medical Leave Act (FMLA) usage and reported a recent uptick in regional partners running lateral recruitments.

Assistant Chief Mary Dalton provided the Governing Boards with an update on the Authority’s Health/Wellness/Safety section activities including two research study opportunities that firefighters could choose to be involved with.

D. Financial Services/Planning Division (Including Continuity of Operations, Planning/Emergency Management, and Budget/Finance – Current Event Summary for July 2023.

Finance Director Chitwood provided an update on activities in the Finance Section noting the continuing work needed to submit the Authority’s American Rescue Plan Act (ARPA) funding request and stated that staff will be transitioning to a new credit card company which provides for a streamlined administrative process.

Division Chief Jason Jessamine provided the Governing Board with an update on Emergency Management activities for the month of July 2023. Fire Chief Burdick noted the difficulty in gaining Homeland Security funding for emergency management activities as most Homeland Security funding goes to law enforcement activities.

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

Fire Chief Burdick stated that Captain Scott Dial and Engineer Matt Licardi are in New York City attending the International Association of Fire Fighters Health and Safety Symposium.

- F. 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 July 2023.

7. REGULAR BUSINESS

- A. Discussion and Possible Action relating to adoption of Proclamation declaring the month of September as National Preparedness Month.

Deputy Chief Olmstead presented the proclamation declaring the month of September as National Preparedness Month stating that each year, the President of the United States proclaims September as “National Preparedness Month”. Americans take this time to emphasize the importance of being prepared for real world emergencies and natural disasters and to take steps to prepare for those emergencies in homes, businesses, schools, and communities.

Board Member Sambol moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring September 2023 as National Preparedness Month 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 Policy Manual Policy No. 8.02 – Purchasing Policy.

Director Chitwood reviewed updated Policy Manual Policy No. 8.02 noting the changes related to approval processes, updated Board approval requirements from \$15,000 to \$50,000 and increasing the purchase order requirement limits from \$500 to \$2,500. In response to inquiries, Director Chitwood stated that fiscal year-end requirements were updated to reflect the current size of the organization changing all June expenses from approval by the Fire Chief to approval by the Assistant Chief/Division Heads. Placing the onerous and accountability on those closest to the work.

Board Member Becker moved that the Arizona Fire & Medical Authority Governing Board approve Policy Manual Policy No. 8.02 relating to purchasing. Board Member Sambol 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 the acceptance of a FEMA Regional Fire Officer I Leadership Grant.

Deborah Musselman, Senior Management Analyst, reported that the Authority has been awarded a FEMA Regional Fire Officer I Leadership Grant. This leadership grant is round 2 of the previous grant funding which provided leadership training to chief officers, this second round of grant funding was requested for all move up company officers. The grant will cover training and backfill expenses for approximately 43 AFMA personnel. The 10% cost share (\$28,354.51) will be absorbed by the Authority's Contingency Fund. The value of this award is approximately \$7,250 per participant.

Board Member Price moved that the Arizona Fire & Medical Authority Governing Board approve the cost share of \$28,354.51 for the FEMA 2022 Assistance to Firefighters Grant (AFG) Regional Award for Fire Officer I Leadership Training. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion on the revised Fire-Up Board Goals.

Director Christopherson presented the updated Fire-Up Board Goals and noted that the Governing Boards held a joint retreat in February 2023 where the topic of establishing Governing Board goals was discussed. The Governing Board feedback along with feedback from the Labor-Management Retreat, the Administrative Retreat, Senior Staff and the Fire Chief were all compiled into the draft F.I.R.E. UP. Strategic Roadmap. This document represents phase two of this goal setting process and incorporates and furthers initial areas of interest, while detailing strategies by which to achieve these goals. The end result will be used to strengthen the official Strategic Plan document which will be needed for the upcoming accreditation process.

Staff is requesting all Board Members review and provide further input during their quarterly local jurisdiction meetings on September 19, with a final review and approval by the AFMA Governing Board on September 26.

8. FIRE CHIEF UPDATES

Fire Chief Burdick provided the Governing Board with updates on an active hazmat incident which shut down the I-10, and reported on a recent situation where a new resident had lost the air conditioning in their home and it was going to be weeks to get it repaired, the AFMA Fire Fighter Charities stepped in to provide temporary air conditioning assistance to the resident until her air conditioner could be replaced.

9. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

The Governing Board requested Senior Staff investigate cooperative agreement possibilities with neighboring jurisdictions to help reduce costs.

10. ADJOURNMENT

The meeting was adjourned at 1:40 p.m.

Karen Gueltzow
Karen Gueltzow (Oct 11, 2023 08:50 PDT)
Karen Gueltzow, Board Clerk


08.22.23 AFMA Board Meeting Minutes - Final


Final Audit Report


2023-10-11


| | |
|-----------------|--|
| Created: | 2023-10-10 |
| By: | Dusty Christopherson (dchristopherson@afma.az.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAddeu74-xtO8BVx5cuG7-mMHbvz9iUWPC |


"08.22.23 AFMA Board Meeting Minutes - Final" History


 Document created by Dusty Christopherson (dchristopherson@afma.az.gov)
2023-10-10 - 10:46:28 PM GMT- IP address: 66.210.247.226

 Document emailed to kgueltzow@afma.az.gov for signature
2023-10-10 - 10:46:55 PM GMT

 Email viewed by kgueltzow@afma.az.gov
2023-10-11 - 3:49:15 PM GMT- IP address: 67.45.96.118

 Signer kgueltzow@afma.az.gov entered name at signing as Karen Gueltzow
2023-10-11 - 3:50:07 PM GMT- IP address: 67.45.96.118

 Document e-signed by Karen Gueltzow (kgueltzow@afma.az.gov)
Signature Date: 2023-10-11 - 3:50:09 PM GMT - Time Source: server- IP address: 67.45.96.118

 Agreement completed.
2023-10-11 - 3:50:09 PM GMT