



# NORTH COUNTY FIRE & MEDICAL DISTRICT GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, September 19, 2023

## MINUTES

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

Board Chairman Bookie called the meeting to order on Tuesday, September 19, 2023, at 9:02 a.m. The meeting was held in person and by video conference.

Members Present: Board Chairman Richard Bookie, Board Clerk James Young, Board Members Tony Sambol, Russell Smith, and David Wilson

Members Absent: None

2. **PLEDGE OF ALLEGIANCE**

Board Chairman Becker 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. North County Fire & Medical District Financial Reports for May, June and July 2023.

Rebecca Chitwood, Finance Director reviewed the May, June, and July 2023 financial reports for the North County Fire & Medical District and answered all questions from Board Members. Director Chitwood noted that these financial reports were reviewed by the Budget & Finance Committee at their meeting on September 12, 2023, and recommended approval.

5. **CONSENT AGENDA**

A. Approve Monthly Financial Reports.

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 Board Meeting Minutes of June 27, 2023.

- D. Adopt Resolution No. NC23-0919-1 authorizing annexation request of Parcel No. 503-32-505A; located at 25524 W. Madre Del Oro Dr., Wittmann, Maricopa County, Arizona (Property Owner: Dave Bennett)
- E. Adopt Resolution No. NC23-0919-2 authorizing annexation request of Parcel No. 201-17-010P; located at 25903 N. 101<sup>st</sup> Ave., Peoria, Maricopa County, Arizona (Property Owner: Christopher Huynh)

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

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Sambol, Smith, Wilson, Young  
NAYS: None  
ABSENT: None

**6. REGULAR BUSINESS**

- A. Discussion and Possible Action relating to proposed bond election and community outreach efforts.

Legal & Intergovernmental Affairs Director Lee Miller presented the status of the proposed bond election noting the Authority budget for Fiscal Year 2025 will need to be developed without any bond proceed funds. Any funds approved by the voters at the election in 2024 will be included in the Fiscal Year 2026 budget.

Mr. Miller explained that once the Governing Board adopts a Resolution calling for a bond election, by law, Staff can no longer participate in any advocacy efforts. They can provide information, but not advocacy. Governing Board members and the labor organization are not bound by these rules. May 2024 is the deadline to notify the County Elections Department of the Boards decision.

Discussion ensued relating to the process for community outreach efforts, soliciting feedback and gauging voter interest prior to the May 2024 decision point.

Board Member Young noted the importance of speaking to Clubs such as the Rotary Club and Lions Club.

In response to an inquiry, Finance Director Chitwood stated that General Obligation Bonds are the only approach to collecting secondary property taxes. The only other option available would be to increase the primary tax rate, however the Authority is limited on the tax rate cap.

Assistant Chief Mary Dalton explained tax rate caps and discussed the challenges with this funding mechanism and keeping up with rising costs, noting that General Obligation Bonds

would for capital needs would alleviate some pressure on the operating budget. Chief Dalton explained that the length of time to pay off any approved bonds would be determined by the type of capital purchased, i.e., 10 years for apparatus vs. 30 years for buildings.

Chief Mark Burdick noted that any General Obligation Bonds would be approved by the voters, and that all related projects would be approved by the AFMA Governing Board.

Board Member Wilson expressed his concerns relating to the NCFMD paying more than its fair share into the Authority expenses and stated his disagreement with the necessity for the General Obligation Bond funding.

In response to an inquiry, Finance Director Chitwood stated that the Capital Improvement Plan started with \$15 million in funding and has been drawn down to \$6 million as many vehicle purchases have been deferred to Fiscal Year 2026, the proposed General Obligation Bond funding will be necessary to maintain an adequate replacement schedule and is prior to any facility master plan study being completed. A natural consequence of underfunding the CIP is that maintenance continues to escalate and adds pressures to the operating budget.

B. Discussion and Possible Action relating to 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. The AFMA Governing Board will review these goals at their meeting on September 26, 2023.

C. Discussion and Possible Action relating to leadership training & development opportunities for the Management Team.

Chief Burdick noted that in the summer of 2022, the Arizona Fire & Medical Authority participated in a regional grant opportunity to take part in the West Valley Leadership training opportunity provided by Dr. Brian Crandell. This training was targeted at company officers and focused on supervisory and leadership skills for those in the fire service. A second round of grant funding was awarded in July 2023 to provide this type of training to all “move up” company officers.

Recently, interest was expressed in providing this type of training opportunity to the Management Team, specifically those serving in a supervisory capacity within the administration. Chief Burdick explained that this administrative training would take place in the Fall, include 8-10 individuals, be taught by Dr. Brunacini and would focus on team building, team behavior, and individual strengths. The total cost to provide this training is

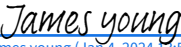
\$25,000. Chief Burdick noted that this cost will also include Dr. Crandell providing the results of his 360 reviews of the Chief Officer's to those who wish to meet with him.

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

Board Members requested a presentation on the status of the Fire Corps.

**8. ADJOURNMENT**

The meeting adjourned at 10:27 a.m.

  
James young (Jan 4, 2024 13:54 MST)

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James Young, Board Clerk

# 09.19.23 NCFMD Board Meeting Minutes - Final

Final Audit Report


2024-01-04

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