



ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, September 26, 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, September 26, 2023, at 11:00 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), Tony Sambol (NCFMD)

Members Absent: Board Members Paul Hunter (BVFD) and Diane Price (SCFMD)

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. CEREMONIAL PRESENTATIONS

- A. Recognize the members of the Honor Guard for their continued volunteer service to the Authority and to the greater fire service.

Chairman Bookie presented the members of the Arizona Fire & Medical Authority Honor Guard with Certificates of Appreciation for their dedicated volunteer hours in service of the greater fire service, noting their recent attendance at the Granite Mountain Hot Shots Memorial.

Board Member Diane Price arrived at 11:15 a.m.

- B. Recognize Jennifer Potter upon her retirement after more than 20 years of service as a Paramedic.

Chairman Bookie recognized Jennifer Potter, Paramedic, on the occasion of her retirement after more than 20 years of service.

Ms. Potter spoke of her experiences in the fire service, noting her struggles with mental health, the importance of examining toxic work cultures in the fire service, and the importance of recognizing those in need and providing mental health resources as soon as possible. Ms. Potter advocated for expanding the mental health support and resources provided to sworn fire service personnel to those unsworn serving in the emergency medical services fields.

The Governing Board took a recess at 11:24 a.m. and returned at 11:30 a.m. with all members present.

5. FINANCIAL SUMMARIES AND AUDIT REPORTS

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

Rebecca Chitwood, Finance Director reviewed the July 2023 financial reports for the Arizona Fire & Medical Authority and noted an update made to the monthly financial reports to include the Buckey Valley Fire District.

In response to an inquiry, Director Chitwood explained that the Capital Improvement Plan (CIP) is a multi-year plan and the funding carries over year-to-year.

6. CONSENT AGENDA

A. Approve the Monthly Financial Reports for July 2023.

B. Approve the Meeting Minutes of August 22, 2023.

C. Accept the North County Fire & Medical District and South County Fire & Medical District property annexations approved at their Governing Board meetings on September 19, 2023.

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

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Gueltzow, Price, Sambol

NAYS: None

ABSENT: Hunter

7. CURRENT EVENT SUMMARIES AND REPORTS

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

Assistant Chief Eric Kriwer presented the Operations Division Monthly Report including a report on the 2023 wildland season and a review of the hazmat incident that took place along the I-10. In response to an inquiry, Chief Kriwer explained that the rehab vehicle was, unfortunately, not in service on the day of this incident.

Deputy Chief Robert Olmstead reviewed the monthly report for the Community Risk Management Division and highlighted the recent hire of Assistant Fire Marshal Al Velasquez who will be working on a new volunteer recruitment effort to build the ranks of the Fire Corp following the COVID shutdown. Deputy Chief Olmstead also reviewed new developments across the Authority.

Board Member Price requested information on the emergency planning efforts relating to the IBM facility in Sun Lakes, including communication to the community.

Board Member Paul Hunter arrived at 12:05 p.m.

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

Deputy Chief Don Wiley presented the Training Division monthly updates including the ongoing research efforts on how to handle electric vehicles.

Deputy Chief Brad Puckett presented the Support Services Division monthly update and noted the completion of the AFMA Fleet MCT upgrades and the recoating and restriping of the Fire Station 104 parking lot.

Assistant Chief Joe Hester reviewed the Emergency Medical Services (EMS) and Information Technology (IT) Division updates including the EMS Save of the Month call and the point-to-point radio replacement at the top of the Del Webb hospital.

The Governing Board took a recess at 12:30 p.m. and reconvened at 12:50 p.m.

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

Deputy Chief Kane Nixon provided the Governing Boards with an update on the legislative efforts of the Authority noting that all fire service partners agree that fire district funding is the number one legislative priority for the coming session, however the State revenues are currently down by 22%, which could make obtaining additional state funding extremely challenging.

Human Resources Director Shauna Fisher provided the Governing Boards with an update on employee recruitment efforts and current Family Medical Leave Act (FMLA) usage.

Deputy Chief Nixon reviewed the Health/Wellness/Safety updates for the month of August and introduced Engineer Matt Licardi who is serving as the Peer Support Coordinator who is charged with leading the Peer Support Group and health/wellness efforts of the Authority, including the non-sworn emergency medical services employees.

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

Finance Director Chitwood provided an update on activities in the Finance Section noting that AFMA was awarded the Government Finance Officers Association (GFOA) Budget Award for Fiscal Year 21/22. Director Chitwood noted that the Budget Book for Fiscal Year 23/24 should be complete and available for the Governing Board by mid-October.

Division Chief Jason Jessamine provided the Governing Board with an update on activities in Emergency Management including the work to update the Strategic Plan to align with the Governing Boards Goals and a walk-through of the Agave Fields (large solar farm) Control Room with all automatic aid partners.

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

Captain Scott Dial reviewed the monthly activities for Local 3573 and the AFMA Charities highlighting the upcoming Spare-a-Pair Bowling Tournament, the Brian Miller Cornhole Tournament, the Sun Lakes Art in the Park, and Purse Bingo events. Captain Dial reported that the Local sponsored a flight for veterans to the war memorials in Washington D.C. and made donations to the Hawaii Fire Department for the wildfire recovery in Maui and a donation to a family in Tonopah who lost their home in a residential fire.

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 August 2023.

8. REGULAR BUSINESS

A. Discussion and Possible Action relating to adoption of Proclamation declaring the week of October 8-14, 2023, as Fire Prevention Week.

Deputy Chief Olmstead presented the proclamation declaring the week of October 8-14, 2023, as Fire Prevention Week stating that this year’s Fire Prevention Week campaign “Cooking safety starts with YOU. Pay attention to fire prevention”, works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking.

Board Member Benson moved that the Arizona Fire & Medical Authority Governing Board adopt a proclamation declaring the week of October 8-14, 2023 as Fire Prevention Week 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 Capital Improvement Plan (CIP) Expenditure – Ambulance Outfitting.

Deputy Chief Puckett noted that this is a request for approval of CIP funds to upfit the five new ambulances that were recently delivered and to appropriate the use tax for these purchases. Deputy Chief Pucket explained that the BVFD in three separate actions approved the use of Capital funds for the purchase of five ambulances. Two separate change orders were required during construction; one to install radio antennas and the second to modify the space inside the patient compartment to accommodate the drug box refrigerator specifications. At that time, there were no allowances made for the use tax that is required by the State of Arizona at 5.6% and additional upfitting that includes Mobile Digital Terminals (MDT’s) and graphics. Additionally, these ambulances were painted with the BVFD paint scheme since the painting was completed prior to BVFD joining the Authority. The Authority has rebranded all vehicles that have become assets of the Authority and staff recommends that these new ambulances be branded now to save the cost of rebranding when the remainder of the BVFD fleet is done.

In response to inquiries, Deputy Chief Puckett explained the quotes received for the repainting and rebranding work which is consistent across all vendors contacted and is largely driven by the amount of work needed to remove existing equipment in preparation for the painting work.

Board Members discussed concerns relating to the need to repaint and rebrand the Ambulances at this time, given the concerns relating to the current fiscal year budget challenges. Board Members discussed their preference for placing the repainting of the new ambulances on hold for the time being.

Board Member Sambol moved that the Arizona Fire & Medical Authority approve the use of CIP funds in an amount not to exceed \$270,500 (not including repainting) to complete the upfitting and pay the use tax liability for the five new ambulances. Board Member Benson seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

The Governing Board took a recess at 2:16 p.m. and reconvened at 2:25 p.m., with Board Members Gueltzow and Price absent.

C. Discussion and Possible Action relating to leadership training & development opportunities for the Management Team provided by Dr. Brian Crandell.

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 to provide this type of training opportunity to the Management Team, specifically those serving in a supervisory capacity within the administration.

Chief Burdick explained that this Administration 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.

Board Member Becker moved that the Arizona Fire & Medical Authority approve the use of Dr. Brian Crandell to provide leadership training and development opportunities to the Management Team. Board Member Sambol seconded the motion.

Vote conducted. **MOTION CARRIED.**

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

D. Discussion and Possible Action relating to 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. All Member Districts have reviewed and approved these Fire-Up Board Goals.

Board Member Benson moved that the Arizona Fire & Medical Authority approve the F.I.R.E. UP. Strategic Roadmap. Board Member Becker seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Becker, Benson, Bookie, Sambol

NAYS: None

ABSENT: Gueltzow, Hunter, Price

E. Receive update on establishment of the AFMA non-profit foundation.

Legal & Intergovernmental Affairs Director Lee Miller provided an update to the Governing Board on the recruiting efforts of community members who may be interested in serving on the AFMA non-profit board.

Board Members discussed the need for the AFMA non-profit board members to represent the entirety of the Authority and represent all member district jurisdictions.

9. FIRE CHIEF UPDATES

Fire Chief Burdick provided the Governing Board with updates on recent grant awards including a second round of funding for firefighter cancer screening and a significant award from Maricopa County for improvements to Fire Station 341 in Tonopah.

Board Members discussed their individual tax bill statements noting the cost increases from last fiscal year, and that projections made in February are proving accurate with their individual tax statements received.

10. SUGGESTED ITEMS FOR FUTURE GOVERNING BOARD MEETING AGENDAS

The Governing Board requested a 3-month update on the wellness and mental health programs offered to employees at their meeting in December.

11. ADJOURNMENT

The meeting was adjourned at 3:08 p.m.

Karen Gueltzow
Karen Gueltzow (Oct 26, 2023 15:03 PDT)
Karen Gueltzow, Board Clerk

09.26.23 AFMA Board Meeting Minutes - Final

Final Audit Report

2023-10-26

Created:	2023-10-25
By:	Dusty Christopherson (dchristopherson@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfKNteyH1NoUplvA8iytzEZLCiMyEkSm6

"09.26.23 AFMA Board Meeting Minutes - Final" History

 Document created by Dusty Christopherson (dchristopherson@afma.az.gov)

2023-10-25 - 4:27:39 PM GMT- IP address: 66.210.247.226

 Document emailed to kgueltzow@afma.az.gov for signature

2023-10-25 - 4:28:02 PM GMT

 Email viewed by kgueltzow@afma.az.gov

2023-10-26 - 10:02:15 PM GMT- IP address: 67.45.96.49

 Signer kgueltzow@afma.az.gov entered name at signing as Karen Gueltzow

2023-10-26 - 10:03:01 PM GMT- IP address: 67.45.96.49

 Document e-signed by Karen Gueltzow (kgueltzow@afma.az.gov)

Signature Date: 2023-10-26 - 10:03:03 PM GMT - Time Source: server- IP address: 67.45.96.49

 Agreement completed.

2023-10-26 - 10:03:03 PM GMT